

Freedom of Information 2015 - Guide to information available from Meadow Lane Infant School under the model publication scheme

This guide is part of Meadow Lane Infant School's Publication Scheme on information available under the Freedom of Information Act 2000 and model scheme for schools approved by the Information Commissioner's office (ICO)

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who are we and what we do Organisational structures, locations and contacts</p> <p>This will be current information only</p>	<p>H = Hard copy (request to school office) W = School website SP = School Prospectus</p>	<p>Information published on our website www.meadowlane.notts.sch.uk is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.</p> <p>Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.</p>
Who's who in the school?	H, W	
Who's who on the governing body?	H, W	
Instrument of government	H	
Contact details for the Head teacher and for the Governing Body	H, W ,SP	
School Prospectus	H, W	
Staffing Structure	H, W	
School session times and term dates	H, W, SP	

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Class 2 – What we spend and how we spend it Current and previous financial year as a minimum	H = Hard copy (request to school office) W = School website SP = School Prospectus	Information published on our website www.meadowlane.notts.sch.uk is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.
Annual budget plan and financial statements	H	
Capitalised funding	H	
Additional funding	H	
Procurement and projects	H	
Pay policy	H	
Staffing and grading structure	H	
Governors allowances	H	

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Class 3 – What our priorities are and how we are doing Current information as a minimum	H = Hard copy (request to school office) W = School website SP = School Prospectus	Information published on our website www.meadowlane.notts.sch.uk is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request
Governor supplied performance data The latest Ofsted Report <ul style="list-style-type: none"> - Summary - Full Report 	H, W SP and online	
Appraisal policy and procedures adopted by the Governing Body	H	
Schools future plans	H (School Improvement Plan)	
Class 4 – How we make decisions Decision making processes and records of decisions. Current and previous 3 years as a minimum	H	
Admissions policy/decisions (not individual admission decisions)	H, W, SP and online	
Agendas of meetings of the governing body and its sub committees	H and displayed in school	

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<p>Class 5 – Our policies and procedures</p> <p>Current information only</p>	<p>H = Hard copy (request to school office)</p> <p>W = School website</p> <p>SP = School Prospectus</p>	<p>Information published on our website www.meadowlane.notts.sch.uk is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.</p> <p>Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.</p>
<p>School policies including:</p> <ul style="list-style-type: none"> - Charging and Remissions - Health and Safety - Complaints procedure - Discipline and Grievance policies - Staffing Structure - FOI policy - Equality and diversity - Recruitment 	<p>H and some on website</p>	
<p>Pupil and curriculum policies including:</p> <ul style="list-style-type: none"> - Home school agreement - Curriculum - SEND - Sex Education - Accessibility - Race Equality - Collective worship - Behaviour 	<p>H and most on website</p>	
<p>Records Management and personal data policies including:</p>	<p>H (School Improvement Plan)</p>	

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<ul style="list-style-type: none"> - Information security policies - Records retention destruction and archive policies - Data protection (including information sharing policies) 		
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>H, W, SP</p>	

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<p>Class 6 – Lists and registers</p> <p>Currently maintained lists and registers only</p>	<p>H = Hard copy (request to school office)</p> <p>W = School website</p> <p>SP = School Prospectus</p>	<p>Information published on our website www.meadowlane.notts.sch.uk is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.</p> <p>Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.</p>
Curriculum circulars and statutory instruments	H, W	
Disclosure logs (except those under child protection)	H	
Asset register	H	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

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Class 7 – The services we offer Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses)	H = Hard copy (request to school office) W = School website SP = School Prospectus	Information published on our website www.meadowlane.notts.sch.uk is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.
Extra curricular activities	H, W	
Out of school clubs	H, W	
School publications	H, W, SP	
Services for which the school is entitled to recover a fee, together with those fees	H, W	
Leaflets, books and newsletters	H, W	