



Olveston CEVC Primary School
Freedom of Information Guidance

Information to be published	How the information can be obtained	Cost
1. Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website) www.olvestonschool.co.uk	
Who's who in the school	Hard copy and included in prospectus and on website	10p per sheet
Who's who on the governing body and the basis of their appointment	Hard copy and included in prospectus and on website	10p per sheet
Instrument of Government	Hard copy available	10p per sheet
Contact details for the Head teacher and for the governing body (please contact the school office, who will pass your message on to the relevant person)	Hard copy available	10p per sheet
School prospectus	Hard copy available and on website	Free to new parents £3 for existing parents
Head Teacher's Report	Hard copy available	10p per sheet
Staffing structure	Hard copy available and on website also printed in newsletters	10p per sheet
School session times and term dates	Hard copy available and on website also printed in newsletters	10p per sheet

2. What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy available without confidential details	10p per sheet
Capitalised funding	Hard copy available without confidential details	10p per sheet
Additional funding	Hard copy available without confidential details	10p per sheet
Procurement and projects	Hard copy available without confidential details	10p per sheet
Pay policy	Hard copy available	10p per sheet
Staffing and grading structure	Hard copy available without confidential details	10p per sheet
Governors' allowances	Not applicable	
3. What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy and included in prospectus and on website	10p per sheet £2 per report
Performance management policy and procedures adopted by the governing body.	Hard copy available without confidential details	10p per sheet
Schools future plans	SDP available hard copy and on website	£3 each
Every Child Matters – policies and procedures	Available as hard copy	20p each

<p>4. How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy available and on website	10p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy available	50p per meeting
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy available and on website	
<p>5. Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	All available as hard copies certain policies included on website	10p per sheet
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education 		

<ul style="list-style-type: none"> Pupil discipline 		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention destruction and archive policies Data protection (including information sharing policies) 	Hard copy available to view	
6. Lists and Registers Currently maintained lists and registers only	(hard copy; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy available for inspection only or available from DCSF website	
Disclosure logs	Hard copy available for inspection only	
Asset register	Hard copy available for inspection only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy available for inspection only	
7. The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	All available in newsletters for all parents and sent out with children as and when applicable	Free
Out of school clubs		
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters		

**Contact details: Miss Faye Bertham
Olveston CEVC Primary School
Elberton Road
Olveston
Bristol
BS35 4DB**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

If additional work is required to fulfil your request, an estimate of cost will be given prior to work commencing. Guidance may be sought from the Local Authority before sharing information

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority