



GREAT ORTON PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2021

Approved by ¹	
Name:	S McGaffin
Position:	Jt Co Chair of Governors
Signed:	<i>S McGaffin</i>
Date:	1/2/2021
Review date ² :	1/2/2023

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Great Orton Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website www.greatorton.cumbria.sch.uk/about-us Hard Copy Contact School Office	Free Free
Who’s who in the school	Website www.greatorton.cumbria.sch.uk/about-us Hard Copy Contact School Office	Free Free
Who’s who on the governing body/board of governors and the basis of their appointment	Website www.greatorton.cumbria.sch.uk/about-us Hard Copy Contact School Office	Free Free
Instrument of Government/Articles of Association	Hard Copy Contact School Office	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Acting Headteacher Mrs Catherine Bellas	

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	<p>Email head@greatorton.cumbria.sch.uk Tel 01228 711602</p> <p>Clerk to the Governors Mrs Sue Wright Email head@greatorton.cumbria.sch.uk Tel 01228 711602</p>	
School prospectus (if any)	<p>Website www.greatorton.cumbria.sch.uk/about-us</p> <p>Hard Copy Contact School Office</p>	Free
Staffing structure	<p>Website www.greatorton.cumbria.sch.uk/about-us</p> <p>Hard Copy Contact School Office</p>	Free
School session times and term dates	<p>Website www.greatorton.cumbria.sch.uk/information/our-school-day</p> <p>Hard Copy Contact School Office</p>	Free
		Free

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Address of school and contact details, including email address	<p>Website www.greatorton.cumbria.sch.uk/contactus</p> <p>Hard Copy Contact School Office</p>	Free
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy Contact School Office</p>	10p per sheet
Annual budget plan and financial statements	<p>Hard Copy Contact School Office</p>	10p per sheet
Capital funding	<p>Hard Copy Contact School Office</p>	10p per sheet
Financial audit reports	<p>Hard Copy Contact School Office</p>	10p per sheet
Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	<p>Hard Copy Contact School Office</p>	10p per sheet
Pay policy	<p>Website www.greatorton.cumbria.sch.uk/contactus</p> <p>Hard Copy Contact School Office</p>	Free 10p per sheet

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Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories		
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy Contact School Office	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		

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<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>Hard Copy Contact School Office</p>	<p>10p per sheet</p>
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website www.greatorton.cumbria.sch.uk/about-us/ofsted-report</p> <p>Hard Copy Contact School Office</p>	<p>Free</p> <p>Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Website www.greatorton.cumbria.sch.uk/information/policies</p> <p>Hard Copy Contact School Office</p>	<p>Free</p> <p>10p per sheet</p>

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Performance data or a direct link to it	Website Great Orton Primary School - GOV.UK - Find and compare schools in England (compare-school-performance.service.gov.uk) Hardcopy Contact School Office	Free 10p per sheet
Safeguarding and child protection	Website www.greatorton.cumbria.sch.uk/information/policies Hard Copy Contact School Office	Free 10p per sheet

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How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy Contact School Office	10p per sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Website www.greatorton.cumbria.sch.uk/information/policies Hard Copy Contact School Office	Free 10p per sheet
Agendas and minutes of meetings of the governing body and its committees. NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy Contact School Office	10p per sheet

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<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent or by the English government. These will include policies and procedures for handling information requests.</p>	<p>Website www.greatorton.cumbria.sch.uk/information/policies</p> <p>Hard Copy Contact School Office</p>	<p>Free</p> <p>10p per sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Website www.greatorton.cumbria.sch.uk/information/policies</p> <p>Hard Copy Contact School Office</p>	<p>Free</p> <p>10p per sheet</p>
<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>Website www.greatorton.cumbria.sch.uk/information/policies</p> <p>Hard Copy Contact School Office</p>	<p>Free</p> <p>10p per sheet</p>

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Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard Copy Contact School Office	10p per sheet
Curriculum circulars and statutory instruments		
Disclosure logs	Hard Copy Contact School Office	10p per sheet
Asset register	Hard Copy Contact School Office	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard Copy Contact School Office	10p per sheet

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<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Website www.greatorton.cumbria.sch.uk/school-life/newsletters</p> <p>Hard Copy Contact School Office</p>	<p>Free</p> <p>10p per sheet</p>
<p>Extra-curricular activities</p>	<p>Website www.greatorton.cumbria.sch.uk/school-life/afterschool</p> <p>Hard Copy Contact School Office</p>	<p>Free</p> <p>10p per sheet</p>
<p>Out of school clubs</p>	<p>Website www.greatorton.cumbria.sch.uk/school-life/afterschool</p> <p>Hard Copy Contact School Office</p>	<p>Free</p> <p>10p per sheet</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Contact School Office</p>	<p>Free</p>

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<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.21p per sheet (black & white)	Actual cost *
	Photocopying/printing @2.1p per sheet (colour)	Actual cost
	Postage £0.96p (A4 up to 150g)	Actual cost of Royal Mail standard 2 nd class
	Postage £1.53p (A4 up to 250g)	
Statutory Fee	Postage £1.99p (A4 up to 500g)	

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