

Freedom of Information

Guide to information available from Frinton on Sea Primary School

| Information to be published | How the information can be obtained | Cost P&P not included |
|---|---|--------------------------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | (hard copy and/or website) | |
| Who's who in the school (*) | School Website Hard Copy Also available in School Prospectus on website | Free |
| Who's who on the governing body and the basis of their appointment (*) | School Website Hard Copy Also available in School Prospectus on website | Free |
| Instrument of Government (*) | Hard Copy | 10p per sheet |
| Contact details for the Head teacher and for the governing body All Frinton-on-Sea Primary governors can be contacted via our school office | School Website Hard Copy Also available in School Prospectus on Website | Free |

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| School prospectus | Website Hard Copy of prospectus | Free |
| Staffing structure | School Website Also available in School Prospectus | Free Free |
| School session times and term dates | School Website Also available in School Prospectus | Free |
| Class 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 | | |
| Annual budget plan and financial statements | Hard Copy | 10p per sheet |
| Capitalised funding | Hard Copy | 10p per sheet |
| Additional funding | Hard Copy | 10p per sheet |
| Procurement and projects | Hard Copy | 10p per sheet |
| Pay policy | School Website or Hard Copy | 10p per sheet |
| Staffing and grading structure | Hard Copy | 10p per sheet |
| Governors' allowances | Website Hard Copy | 10p per sheet |

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| <p>Class 3 – 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> | (hard copy or website) | |
| <p>School profile (*)</p> <ul style="list-style-type: none"> Government supplied performance data | School Profile - School Website | Free |
| <p>The latest Ofsted report (*)</p> <ul style="list-style-type: none"> - Summary - Full report | Ofsted Report – Ofsted website or Hard Copy | Free |
| Performance management policy and procedures adopted by the governing body. | Hard Copy | 10p per sheet |
| Schools future plans | Hard Copy | 10p per sheet |
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| <p>Class 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 (not individual admission decisions) | Hard Copy/ website | Free |
| Agendas of meetings of the governing body and (if held) its sub-committees | Hard Copy | 10p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | Hard Copy | 10p per |

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| <p>Class 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 policies on the web site. | Free |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • PSHE including Sex education • Special educational needs • Accessibility • Race equality • Collective worship | <p>All policies on the web site.</p> <p>Hard Copy</p> | Free |

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| <ul style="list-style-type: none"> • Antibullying | | |
| <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>Hard Copy</p> <p>Copy on the website</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>Hard Copy or website</p> | <p>Free</p> <p>10p per sheet</p> |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | <p>(hard copy ; some information may only be available by inspection)</p> | |
| <p>Curriculum circulars and statutory instruments</p> | <p>Website</p> | |
| <p>Disclosure logs (provides a record of the disclosures made by the school under Access to Information legislation)</p> | <p>Available to view only (enquire at school office)</p> | |
| <p>Asset register</p> | <p>Available to view only (enquire at school office)</p> | |
| <p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p> | | |
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| <p>Class 7 – 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>(hard copy or website; some information may only be available by inspection)</p> | |
| <p>Extra-curricular activities</p> | <p>School Website Hard Copy</p> | <p>Free</p> |
| <p>Out of school clubs</p> | <p>School Website/ Hard Copy</p> | <p>Free</p> |
| <p>School publications</p> | <p>-</p> | |
| <p>Services for which the school is entitled to recover a fee, together with those fees</p> | <p>Hard Copy</p> | <p>10p per sheet</p> |
| <p>Leaflets and books</p> | <p>School Website Hard Copy</p> | <p>Free</p> |
| <p>Newsletters</p> | <p>School Website Hard Copy</p> | <p>Free</p> |
| <p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p> | | |
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Contact details:

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Frinton-on-Sea Primary School, Fifth Avenue, Frinton-on-Sea. Essex. CO13 9LQ

Tel: 01255 674007

Fax: 01255 851686

Email: admin@frintononsea.essex.sch.uk

Web: www.frintononsea.essex.sch.uk

SCHEDULE OF CHARGES

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

- (*)Copies of our school prospectus can be downloaded for free from our school website www.frintononsea.essex.sch.uk
Hard copies of our school prospectus are available free from our school office.
- DfES guidance recommends that schools respond to straightforward requests from parents/carers for free and charge where the costs are significant. Therefore when occasional single documents are requested the school will endeavour to provide these free of charge to parents and carers. In cases where repeated requests for documents are made, or if copies of numerous documents are requested then a charge will be made of 10p per sheet (to cover printing/photocopying & admin costs). A charge of 10p per sheet will be made to non-parents/carers (to cover printing/photocopying & admin costs).
- All other document listed above, if requested in hard copy, will incur a charge of 10p per sheet to cover printing/photocopying & admin costs.
- If items can not be collected from our school office then there will be an additional cost for postage and packing to cover the actual cost of sending the item/s via Royal Mail second class post. The school will advise of the total cost incurred, and request payment, prior to the item/s being despatched.