

# Freedom of Information

## Guide to information available from Decoy Community Primary School under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)  School Prospectus hardcopies available from the school office. Electronic version on the school website
Who's who in the school	See above
Who's who on the governing body and the basis of their appointment	See above
Instrument of Government	Available from the Clerk to Governors via the school office
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	As above and from the school office
School prospectus	See above
Annual Report	School Profile on ... Termly review from Chair of Governors available on website
Staffing structure	School Prospectus, as

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	above
School session times and term dates	School office, newsletters, school website. Paper copies available from the office
<b>Class 2 – What we spend and how we spend it</b> (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	By request in writing to the Head Teacher
Capitalised funding	As above
Additional funding	As above
Procurement and projects	As above
Pay policy	As above
Staffing and grading structure	As above
Governors' allowances	As above

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<b>Class 3 – What our priorities are and how we are doing</b> (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"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	School Profile LINKS
Performance management policy and procedures adopted by the governing body.	By application to the Clerk to Governors
Schools future plans	School Development Plan – by application to the Head Teacher
Every Child Matters – policies and procedures	Safeguarding Policy – by application to the Head Teacher and from the school website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Devon County Council

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	Policy via DCC website
Agendas of meetings of the governing body and (if held) its sub-committees	By application to the Clerk to Governors
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	By application to the Clerk to Governors
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> </ul>	Full list of policies available on the school website View individual policies by application to the Clerk to Governors

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<ul style="list-style-type: none"><li>• Equality and diversity (including equal opportunities) policies</li><li>• Staff recruitment policies</li></ul>	
Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Home-school agreement</li><li>• Curriculum</li><li>• Sex education</li><li>• Special educational needs</li><li>• Accessibility</li><li>• Race equality</li><li>• Collective worship</li><li>• Careers education</li><li>• Pupil discipline</li></ul>	As above
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	See above
Charging regimes and policies.  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.	Governors Charging Policy available from the Clerk to Governors

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<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy available from Clerk to Governors
Disclosure logs	Hard copy available by inspection
Asset register	Hard copy available by inspection
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard copy available by inspection

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<b>Class 7 – The services we offer</b> (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	Newsletters and website also available in hardcopy upon request
Out of school clubs	See above
School publications	See above
Services for which the school is entitled to recover a fee, together with those fees	N/A
Leaflets books and newsletters	Newsletters and leaflets on the website also available in hardcopy upon request
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	

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### **Contact details:**

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