

Freedom of Information

Guide to information available from St Michael's CE Primary School under the Freedom of Information publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School website	Free
Who's who in the school	School website	Free
Who's who on the governing body and the basis of their appointment	School website	Free
Instrument of Government	School website	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School website	Free
School prospectus	School website and hard copy (from school office)	Free
Staffing structure	School website	Free
School session times and term dates	School website & hard copy (from school office)	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	Lewisham Council website	Free
Capitalised funding	Lewisham Council website	Free
Additional funding	Lewisham Council website	Free
Procurement and projects	Hard copy	Free
Pay policy	Hard copy (from school office)	Free
Staffing and grading structure	Hard copy	Free
Governors' allowances	Hard copy	Free
Class 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	School/Ofsted website or hard	Free

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<ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	copy (by request)	
Performance management policy and procedures adopted by the governing body.	Hard and/or electronic copy	Free
Schools future plans	School website	Free
Every Child Matters – policies and procedures	School website	Free

Class 4 – How we make decisions (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)	School website / hard copy	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	
Minutes of meetings (as above) – <i>NB this will exclude information that is properly regarded as private to the meetings.</i>	Hard/electronic copy	Free

Class 5 – Our policies and procedures (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"> 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 	School website (some) or hard/electronic versions from school office	Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Home-school agreement Curriculum Sex education Special educational needs Accessibility Race equality Collective worship Pupil discipline 	School website and hard/electronic copy from school office	Free
Records management and personal data policies,	Hard/soft copy from school office	Free

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including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 		
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.	Hard /electronic copy	Free
Class 6 – Lists and Registers 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	Free
Disclosure logs	Hard copy	Free
Asset register	Hard copy report from School office	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	By inspection only –prior appointment required	Free
Class 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	Hard/soft copy	Free
Out of school clubs	School website or hard/soft copy	Free
School publications	School website or hard/soft copy	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Usually free
Leaflets books and newsletters	School website, email or hard copy	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
None		

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Contact details:

Headteacher, Clerk to the Governors or School Business Manager (as appropriate)

St Michael's CE Primary School
Champion Road
Sydenham
London SE26 4HH

Email: admin@stmichaels.lewisham.sch.uk

Website: www.stmichaels1871.org.uk

Telephone: 020 8778 8407

Fax: 020 8778 5017

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority/school