

# Freedom of Information Act 2000

## Guide of Information available from Firthmoor Primary School under the model publication scheme.

Document Version Control				
<b>Document Type:</b>		POLICY		
<b>Document Author:</b>		The School		
<b>Document Owner:</b>		Data Protection Officer		
<b>Document Security Classification:</b>		Public		
<b>Document Review Period:</b>		Annual		
Issue	Description of Changes	Changer	Authoriser	Issue Date
1.0	Initial Draft	Tristen Coad	Amie Chambers	31/01/2024
1.1	Annual Review	Tristen Coad	Amie Chambers	31/01/2025
Considerations, Definitions & Terms				
<b>School</b>	Nursery, School, Academy, Trust, College, SAT, MAT			
<b>Learner</b>	Pupil, Student, Child, Children			
<b>Office Manager</b>	Administrative Lead, School/Trust Business Manager, Administrative Manager			
<b>Headteacher</b>	Headteacher, Principal, CEO, Deputy CEO, Executive Headteacher, Head of School			
<b>Senior Leader</b>	Any and all members of Senior Leadership Team / Executive Leadership Team			

Information to be published	How you can obtain the information	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>School website:-  <a href="https://www.firthmoor.org.uk">https://www.firthmoor.org.uk</a></p> <p><a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a></p> <p>Hard copy:- available from school main office</p>	Free
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>School website:-  <a href="https://www.firthmoor.org.uk/contact-us">https://www.firthmoor.org.uk/contact-us</a></p> <p><a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a></p> <p>Hard copy:- available from school main office</p>	Free
<p>Head teacher's contact details</p>	<p>School website:-  <a href="https://www.firthmoor.org.uk/contact-us">https://www.firthmoor.org.uk/contact-us</a></p> <p><a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a></p> <p>Hard copy:- available from school main office</p>	Free
<p>Who's who in the school/academy</p>	<p>School website:-  <a href="https://firthmoor.org.uk/staff-governors/">https://firthmoor.org.uk/staff-governors/</a></p> <p>Hard copy:- available from school main office</p>	Free
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p> <p>Governing body's contact details</p>	<p>School website:-  <a href="https://firthmoor.org.uk/staff-governors/">https://firthmoor.org.uk/staff-governors/</a></p> <p><a href="https://www.firthmoor.org.uk/contact-us">https://www.firthmoor.org.uk/contact-us</a></p> <p><a href="https://firthmoor.org.uk/governors/">https://firthmoor.org.uk/governors/</a></p> <p>Hard copy:- available from school main office</p>	Free
<p>Trustees' contact details</p>	<p>School website:-  <a href="https://firthmoor.org.uk/staff-governors/">https://firthmoor.org.uk/staff-governors/</a></p>	

	<p><a href="https://www.firthmoor.org.uk/contact-us">https://www.firthmoor.org.uk/contact-us</a></p> <p><a href="https://firthmoor.org.uk/governors/">https://firthmoor.org.uk/governors/</a></p> <p><a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a></p> <p>Hard copy:- available from school main office</p>	
Trustee who's who	<p>School website:- <a href="https://firthmoor.org.uk/staff-governors/">https://firthmoor.org.uk/staff-governors/</a></p> <p><a href="https://www.firthmoor.org.uk/contact-us">https://www.firthmoor.org.uk/contact-us</a></p> <p><a href="https://firthmoor.org.uk/governors/">https://firthmoor.org.uk/governors/</a></p> <p>Hard copy:- available from school main office</p>	Free
Instrument of Government / Articles of Association	<p>School website:- <a href="https://firthmoor.org.uk/governors/">https://firthmoor.org.uk/governors/</a></p> <p>Hard copy:- available from school main office</p>	Free
School/academy prospectus	<p>School website:- <a href="https://firthmoor.org.uk/welcome-to-reception-class/">https://firthmoor.org.uk/welcome-to-reception-class/</a></p> <p><a href="https://firthmoor.org.uk/prospectus-2/">https://firthmoor.org.uk/prospectus-2/</a></p> <p>Hard copy: available from school main office</p>	Free
School/Academy session times and term dates	<p>School website:- <a href="https://firthmoor.org.uk/school-dates-calendars/">https://firthmoor.org.uk/school-dates-calendars/</a></p> <p>Hard copy: available from school main office</p>	Free
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	<p>School website:- <a href="https://firthmoor.org.uk/annual-reports/">https://firthmoor.org.uk/annual-reports/</a></p> <p>Hard copy: available from school main office</p>	Free

Annual budget and financial statements	School website:- <a href="https://firthmoor.org.uk/annual-reports/">https://firthmoor.org.uk/annual-reports/</a>  Hard copy: available from school main office	Free
Annual accounts	School website:- <a href="https://firthmoor.org.uk/annual-reports/">https://firthmoor.org.uk/annual-reports/</a>  Hard copy: available from school main office	Free
Financial Audits reports	School website:- <a href="https://firthmoor.org.uk/annual-reports/">https://firthmoor.org.uk/annual-reports/</a>  Hard copy: available from school main office	Free
<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	School website:- <a href="https://firthmoor.org.uk/school-performance-tables/">https://firthmoor.org.uk/school-performance-tables/</a>  Hard copy: available from school main office	Free
Annual Report	School website:- <a href="https://firthmoor.org.uk/annual-reports/">https://firthmoor.org.uk/annual-reports/</a>  <a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a>  Hard copy: available from school main office	Free
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) <i>(delete as appropriate)</i> - Summary - Full report - Post-inspection action plan	School website:- <a href="https://firthmoor.org.uk/ofsted-report/">https://firthmoor.org.uk/ofsted-report/</a>  <a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a>  Hard copy: available from school main office	Free
Exam and assessment results	School website:- <a href="https://firthmoor.org.uk/school-performance-tables/">https://firthmoor.org.uk/school-performance-tables/</a>  <a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a>	Free

	Hard copy: available from school main office	
Performance tables	School website:- <a href="https://firthmoor.org.uk/school-performance-tables/">https://firthmoor.org.uk/school-performance-tables/</a>  <a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a>  Hard copy: available from school main office	Free
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	School website:- <a href="https://firthmoor.org.uk/newsletters-3/">https://firthmoor.org.uk/newsletters-3/</a>  Hard copy: available from school main office	Free
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	School website:- <a href="https://firthmoor.org.uk/school-performance-tables/">https://firthmoor.org.uk/school-performance-tables/</a>  <a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a>  Hard copy: available from school main office	Free
<b>Class 4 – How we make decisions</b>  Decision making processes and records of decisions  Current and previous three years as a minimum	Minutes of Governor/Trustee meetings are available in hard copy from the school main office upon request	Free
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	School website:- <a href="https://firthmoor.org.uk/admissions-2/">https://firthmoor.org.uk/admissions-2/</a>  <a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a>  Hard copy: available from school main office	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Agendas and minutes of Governor/Trustee/Committee meetings are available in hard copy from the school main office upon request	Free
<b>Class 5 – Our policies and procedures</b>	School website:-	Free

<p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p><a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a></p> <p><a href="https://firthmoor.org.uk/statutory-information/">https://firthmoor.org.uk/statutory-information/</a></p> <p>Hard copy: available from school main office</p>	
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.</p>	<p>School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a></p> <p>Hard copy: available from school main office</p>	Free
<p>Safeguarding and child protection, including protecting children's personal data</p>	<p>School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a></p> <p>Hard copy: available from school main office</p>	Free
<p>Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)</p>	<p>School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a></p> <p>Hard copy: available from school main office</p>	Free
<p>Policies and procedures relating to recruitment and human resources</p>	<p>School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a></p> <p>Hard copy: available from school main office</p>	Free
<p>Special educational needs</p>	<p>School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a></p> <p><a href="https://firthmoor.org.uk/send-offer-3/">https://firthmoor.org.uk/send-offer-3/</a></p> <p>Hard copy: available from school main office</p>	Free
<p>Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)</p>	<p>School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a></p> <p>Hard copy: available from school main office</p>	Free
<p>Pay Policy</p>	<p>School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a></p>	Free

	Hard copy: available from school main office	
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a>  Hard copy: available from school main office	Free
Charging regimes and policies	School website:- <a href="https://firthmoor.org.uk/academy-policies/">https://firthmoor.org.uk/academy-policies/</a>  Hard copy: available from school main office	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register)	Available in hard copy from the school main office upon request	Free
Curriculum circulars and statutory instruments	Available in hard copy from the school main office upon request	Free
CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Available in hard copy from the school main office upon request	Free
Disclosure logs, ie information provided in response to FOIA/EIR requests	Available in hard copy from the school main office upon request	Free
Asset register and Information Asset register	Available in hard copy from the school main office upon request	Free
Any information we are currently legally required to hold in publicly available registers	Available in hard copy from the school main office upon request	Free
<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	School website:- <a href="https://firthmoor.org.uk/newsletters-3/">https://firthmoor.org.uk/newsletters-3/</a>  Hard copy: available from school main office	Free
Extra-curricular activities	School website:-	Free

	<a href="https://firthmoor.org.uk/list-of-activities/">https://firthmoor.org.uk/list-of-activities/</a>  <a href="https://firthmoor.org.uk/sports-clubs/">https://firthmoor.org.uk/sports-clubs/</a>  Hard copy: available from school main office	
Out of school/academy clubs	School website:- <a href="https://firthmoor.org.uk/list-of-activities/">https://firthmoor.org.uk/list-of-activities/</a>  <a href="https://firthmoor.org.uk/sports-clubs/">https://firthmoor.org.uk/sports-clubs/</a>  Hard copy: available from school main office	Free
Services for which we are entitled to recover a fee, together with those fees	Available in hard copy from the school main office upon request	Free
Requests for paper copies of information	Available in hard copy from the school main office upon request	Free
Our publications, leaflets, books and newsletters	Available in hard copy from the school main office upon request	Free

### 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
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		