

## Freedom of Information

### Guide to information available from Chelsea Open Air Nursery School under the model publication scheme

This is the Freedom of Information Scheme that we follow: <https://ico.org.uk/media/for-organisations/documents/definition-documents-2021/4018892/dd-schools-eng-20211029.pdf>

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Website	Free
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free

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Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body	Website	Free
School prospectus and Curriculum	Website and Hard copy	Free
Annual Report (if any)	N/A	
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

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<p><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)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy	1-3p per sheet plus P&P
Annual budget plan and financial statements	Hard Copy	1-3p per sheet plus P&P
Capital funding	Hard Copy	1-3p per sheet plus P&P
Financial audit reports	Hard copy	1-3p per sheet plus P&P
Pupil Premium, Funding received and how it has been spent	Website	Free
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	1-3p per sheet plus P&P
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).	Hard copy	1-3p per sheet plus P&P

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Pay policy	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
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.	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
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 £5,000; for more junior posts, by salary range.	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	Free

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School Improvement Plan (SIP)	Website	Free
School Self Evaluation Form (SEF)	Website	Free
The latest Ofsted report - Summary - Full report	Website	Free
End of Year Data Report to Governors	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
Performance management policy and procedures adopted by the governing body.	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
Performance data or a direct link to it	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P

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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
Safeguarding and child protection	Website	Free
Data Protection Impact Assessments	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
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).	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P

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<p><b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities such as Behaviour Policy, Inclusion and SEND, Safeguarding, Curriculum Policy, Equal Opportunities etc.</p>	<p>Website Electronic Copy Hard Copy</p>	<p>Free Free 1-3p per sheet plus P&amp;P</p>
<p>Records management and personal data policies, including:</p> <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>	<p>Electronic Copy Hard Copy</p>	<p>Free 1-3p per sheet plus P&amp;P</p>
<p>Charging Policy Pay Policy Health &amp; Safety Policy Complaints Procedure</p>	<p>Website</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p>	<p>By inspection only. Contact the school office</p>	

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Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
Disclosure logs	By inspection only. Contact the school office	
CCTV	By inspection only. Contact the school office	
Asset register	By inspection only. Contact the school office	
Any information the school is currently legally required to hold in publicly available registers	Electronic Copy Hard Copy	Free 1-3p per sheet plus P&P
<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)		



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Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website	Free

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### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost rounded to nearest penny
	Photocopying/printing @ 3p per sheet (colour)	Actual cost rounded to nearest penny
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation