



## Freedom of Information

### Guide to information available from Lower Darwen Primary School under the model publication scheme page 1

Information to be published	How the information can be obtained	Cost
<b>Class 1– Who we are and what we do</b>		
Organisational information, address and contacts, including e.mail address	Website, school newsletter, on request	FREE*
Who's who in the school	Website, School Prospectus	FREE*
Who's who on the governing body and the basis of their appointment	Website, School Prospectus	FREE*
Instrument of Government	On request from school	FREE*
School Prospectus	On request, download from website	FREE*
Annual Report		
Staffing Structure	Website or on request	FREE*
School session times and term dates	Website, newsletter, school brochure	FREE*
<b>Class 2– What we spend and how we spend it</b>		
Current and previous financial year	On request from the school	FREE*
Capital funding	On request from the school	FREE*
Financial audit reports	On request from the school	FREE*
Details of expenditure over £2000	On request from the school	FREE*
Procurement and contracts the school has entered into	On request from the school	FREE*
Pay Policy	On request from the school	FREE*



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### Guide to information available from Lower Darwen Primary School under the model publication scheme page 2

Information to be published	How the information can be obtained	Cost
<b>Class 2– What we spend and how we spend it (cont.)</b>		
<b>Staff Allowances and expenses</b>	On request from the school	FREE*
<b>Staffing pay and grading structure</b>	On request from the school	FREE*
<b>Governor’s Allowances</b>	On request from the school	FREE*
<b>Class 3– What our priorities are and how we are doing</b>		
<b>School Development Plan</b>	On request from the school	FREE*
<b>Ofsted Reports</b>	On request from school, Download from website	FREE*
<b>Performance Data</b>	On request from school, Download from website, School Brochure	FREE*
<b>Appraisal policy and procedures adopted by the governing body</b>	On request from school	FREE*
<b>Procurement and contracts the school has entered into</b>	On request from school	FREE*
<b>Pay Policy</b>	On request from school	FREE*
<b>Safeguarding and child protection</b>	School website, on request from school	FREE*
<b>Class 4– How we make decisions</b>		
<b>Admissions policy/decisions</b>	On request from school	FREE*
<b>Agendas and minutes of governing body meetings</b>	Available inspect in school on request	FREE*



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### Guide to information available from Lower Darwen Primary School under the model publication scheme page 3

Information to be published	How the information can be obtained	Cost
<b>Class 5– Policies and procedures</b>		
Policies and procedures	A selection available to download from the website, others available on request	FREE*
Information security policy, records retention, destruction and archive policies	On request from school	FREE*
Charging policy	Download from website	FREE*
<b>Class 6– Lists and Registers</b>		
Curriculum circulars and statutory instruments	On request from school	FREE*
Disclosure logs	On request from school	FREE*
Asset register	On request from school	FREE*
<b>Class 7– The services we offer</b>		
Newsletter	Weekly via pupils, download from website, via e.mail	FREE*
Extra-curricular activities	Website, school brochure	FREE*
Services for which the school is entitled to recover a fee, together with those fees	On request from school	FREE*
School publications	Website	FREE*



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\* The school will endeavour to provide information free of charge. Where there is a cost to the school (due to the bulk of photocopying or cost of printing), the charges are set out below:

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/ printing @ 5p per sheet (black and white)	Actual cost
	Photocopying/ printing @ 12p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class—dependent on weight and size
Statutory Fee		In accordance with the relevant legislation