



Freedom of Information Published Guide to Information

Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in school	Available free via school website	Hard copy available on request – contact school 5p per page + postage if applicable
Who's who in the Governing Body		
Instrument of Government/Articles of Association		
Contact details of Headteacher & Governing Body		
Staffing Structure		
School session time & term dates		
Address of school & email address		

Class two: 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 plan & financial statements	Hard copy available on request – contact school 5p per page + postage if applicable
Capital funding	
Details of expenditure over £2000	
Pay Policy	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Hard copy: available upon request – contact school 5p per page Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	
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 £10,000; for more junior posts, by salary range.	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	

Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School profile (if any) And in all cases: • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report • post-inspection action plan	Available free via school website	Hard copy available on request – contact school 5p per page + postage if applicable
Performance management policy and procedures adopted by the governing body	Hard copy available on request – contact school 5p per page + postage if applicable	
Performance data or a direct link to it	Available free via school website	Hard copy available on request – contact school 5p per page + postage if applicable
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy available on request – contact school 5p per page + postage if applicable	

St Mary's Farnham Royal Church of England Primary School

Through FAITH, as a FAMILY we aspire to grow. Thriving for all our FUTURES, enabling us to FLOURISH individually and as a community



Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/ decisions (not individual admission decisions)	Available free via school website	Hard copy available on request – contact school 5p per page + postage if applicable
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy available on request – contact school 5p per page + postage if applicable	

Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies)	Hard copy available on request – contact school 5p per page + postage if applicable	
Charging regimes and policies	Available free via school website	Hard copy available on request – contact school 5p per page + postage if applicable

Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)	
Curriculum circulars and statutory instruments	Hard copy available on request – contact school 5p per page + postage if applicable
Disclosure logs	Inspection only – contact school
Asset register	Inspection only – contact school
Any information the school is currently legally required to hold in publicly available register	

Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Out of school clubs	Available free via school website	Hard copy available on request – contact school 5p per page + postage if applicable
Services for which the school is entitled to recover a fee, together with those fees	Available free via school website	Hard copy available on request – contact school 5p per page + postage if applicable