

Freedom of Information

Guide to information available from East Preston Infant School under the model publication scheme May 2015

The school website is eastpreston-inf.w-sussex.sch.uk

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do This will be current information only		
Who's who in the school	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Teachers&pid=31	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Governors&pid=21	Free
Instrument of Government	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Instrument+of+Governance&pid=92	Free

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Contact+Us&pid=10	Free
School prospectus	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Prospectus&pid=41 Hard copy Contact School Office	Free Free
Governors Annual Report to Parents	Website http://www.epinf.co.uk/page_viewer.asp?page=Annual+Report+to+Parents&pid=93 Hard copy Contact School Office	Free 10p/sheet
Staffing structure	Hard copy Contact School Office	10p/sheet
School session times and term dates	Website http://www.eastpreston-inf.w-	Free

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	sussex.sch.uk/page_viewer.asp?page=Term+Dates&pid=23 http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Information+for+Parents&pid=11	
Address of school and contact details, including email address.	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Contact+Us&pid=10	Free
Class 2 – What we spend and how we spend it		
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hardcopy Contact School Office	10p/sheet
Capital funding	Hardcopy Contact School Office	10p/sheet
Financial audit reports	Hardcopy Inspection only. Contact School Office	N/A
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy Contact School Office	10p/sheet

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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).	Hardcopy Contact School Office	10p/sheet
Pay policy	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Policies&pid=19	Free
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.		
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.	Hardcopy Contact School Office	10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy Contact School Office	10p/sheet
Class 3 – What our priorities are and how we are doing		

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Current information as a minimum		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=About+Us&pid=40 http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=School+Performance&pid=77 http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Ofsted&pid=18	Free
Performance management policy and procedures adopted by the governing body.	Website Appraisal Policy and Capability Policy http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Policies&pid=19	Free
Performance data or a direct link to it	Website http://www.eastpreston-inf.w-	Free

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	sussex.sch.uk/page_viewer.asp?page=School+Performance&pid=77	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Increase+in+pupil+numbers&pid=74	Free
Safeguarding and child protection	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Policies&pid=19	Free
Class 4 – How we make decisions		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Admissions&pid=16	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).	Available for inspection. Contact School Office	Free

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<p>Class 5 – Our policies and procedures</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by the English government. These will include policies and procedures for handling information requests.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Policies&pid=19</p>	Free
<p>Charging regimes and policies.</p>	<p>Website Charging & Remissions Policy http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Policies&pid=19</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Please refer to www.gov.uk or www.westsussex.gov.uk</p>	Free
<p>Disclosure logs</p>		

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Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only	Free
Class 7 – The services we offer		
Current information only		
Extra-curricular activities	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Extra+Curricular&pid=14	Free
Out of school clubs	Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Extra+Curricular&pid=14	Free
Services for which the school is entitled to recover a fee, together with those fees	School hall lettings; West Sussex standard rates. Apply to School Business Manager via	

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	the School Office	
School publications, leaflets, books and newsletters	<p>Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Information+for+Parents&pid=11</p> <p>http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Newsletters&pid=35</p>	Free
Additional Information	<p>Website http://www.eastpreston-inf.w-sussex.sch.uk/page_viewer.asp?page=Home&pid=1</p>	Free

SCHEDULE OF CHARGES

Please refer to our website