



## Freedom of Information

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that the Information Commissioner's Office (ICO) has approved.

You can find the model scheme that we adopt from the ICO here <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Guide to information available from GAINSBOROUGH NURSERY SCHOOL under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website/hard copy	FOC or copying cost. Postage if applicable.
Who's who in the school	Website/hard copy	FOC or copying cost. Postage if applicable.
Who's who on the governing body and the basis of their appointment	Website/hard copy	FOC or copying cost. Postage if applicable.
Instrument of Government	From school office	Copying cost and postage if applicable.
Contact details for the Head teacher and for the governing body via the school (named contacts where possible)	Website/school office	FOC or copying cost. Postage if applicable.



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Staffing structure	Website/office	FOC or copying cost. Postage if applicable.
School session times and term dates	Website/office	FOC or copying cost. Postage if applicable.
Address of school and contact details, including email address	Website/office	FOC or copying cost. Postage if applicable.
<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 two financial year as a minimum should be available</p>	Bursar/Head teacher/ School Office/DfE benchmarking website	FOC or copying cost. Postage if applicable.
Annual budget plan and financial statements	Bursar/Head teacher/Clerk to Governors	Copying cost. Postage if applicable.
Capital funding	Bursar/Head teacher/benchmarking website	FOC or copying cost. Postage if applicable.
Financial audit reports	Bursar/Head teacher/ Schools' Finance Team	Copying cost. Postage if applicable.
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)	Bursar/Head teacher	Copying cost. Postage if applicable.
Pay Policy	Bursar/Head teacher	Copying cost. Postage if applicable.



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		applicable.
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	Bursar/Head teacher/Schools' Payroll Team	Copying cost. Postage if applicable.
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.	Bursar/Head teacher/Schools' Payroll Team	Copying cost. Postage if applicable.
Governors' allowances that can be incurred or claimed and a record of total payments made to individual Governors.	Bursar/Head teacher	Copying cost. Postage if applicable.
<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	Website/Ofsted report/School Office	FOC or copying cost. Postage if applicable.
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> <li>• Post-inspection action plan</li> </ul>	Website/School Office/benchmarking website/Ofsted website/Ofsted report/Head teacher	FOC or copying cost. Postage if applicable.
Performance management policy and procedures adopted by the governing body.	Head teacher/Clerk to Governors	FOC or copying cost. Postage if applicable.
Performance data or a direct link to it	Head teacher/Senior Teacher	FOC or copying cost. 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	Head teacher	FOC or copying cost. Postage if applicable.



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Safeguarding and Child Protection	Website/Head teacher	FOC or copying cost. Postage if applicable.
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Governors minutes in office/on computer. Head teacher/Clerk to Governors	FOC or copying cost. Postage if applicable.
Admissions policy/decisions (not individual admission decisions) – where applicable	Website/LCC	FOC or copying cost. Postage if applicable.
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).	School Office/Head teacher/Clerk to Governors	FOC or copying cost. Postage if applicable.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Website/School Office/Clerk to Governors	FOC or copying cost. Postage if applicable.
<p><b>Class 5 – Our policies and procedures</b> (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 government. These will include policies and procedures for handling information requests.</p>	School Office or website	FOC or copying cost. Postage if applicable.
<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> </ul>	School Office or website	FOC or copying cost. Postage if applicable.



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<ul style="list-style-type: none"> <li>○ Data protection (including information sharing policies)</li> </ul>		
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (refer to the ICO document 'How to complete the Guide to information').</p>	School Office or website.	<p>FOC or copying cost. Postage if applicable.</p> <p>Fee for datasets to be agreed at time of request.</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	School Office	<p>Copying cost. Postage if applicable.</p>
Curriculum circulars and statutory instruments	Website/School Office	<p>FOC or copying cost. Postage if applicable.</p>
Disclosure logs	School Office	<p>Copying cost. Postage if applicable.</p>
Asset register	School Office	<p>Copying cost. Postage if applicable.</p>
Any information the school is currently legally required to hold in publicly available registers.	School Office	<p>Copying cost. Postage if applicable.</p>



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<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 Office/website	FOC
Additional paid for sessions beyond funded hours	School Office/website	FOC
SCITT	Website/UCAS	FOC
Training courses	School Office/website	FOC
Services for which the school is entitled to recover a fee, together with those fees (lettings as per LCC charges)	School Office/website	FOC
School publications, leaflets, booklets and newsletters	School Office/website	FOC
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

Mrs Laura Cook  
Head Teacher

Mrs Di Allison  
Bursar

Gainsborough nursery School, North Marsh Road, Gainsborough DN21 2RR 01427 811610 [enquiries@gainsborough-nur.lincs.sch.uk](mailto:enquiries@gainsborough-nur.lincs.sch.uk)



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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 @ 5p per sheet (black & white)	Actual cost 0.0035p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 0.0320p
	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>		

\* the actual cost incurred by the public authority