



# RECKLEFORD COMMUNITY SCHOOL AND NURSERY

## Freedom of Information Publication Scheme

The Freedom of Information Act 2000 gives rights of public access to information held by public authorities including schools.

### Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	Available on school website.	Not applicable.
Instrument of Government/Articles of Association	Available from the Clerk to the Governors at the school.	
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	Name of headteacher and governors stated on school website. Contact via the school on 01935 475938.	Not Applicable
School and Nursery prospectus	Available on the school website or at the school office.	Free
Annual Report	Sent to parents in July	Free
Staffing structure	Available on the school website and in the school brochure.	Free
School session times and term dates	Available on the school website and in the school brochure.	Free
Address of school and contact details, including email address.	Available on the school website and in the school brochure.	Free

## What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied by the government, or a direct link to the data</li> <li>• The latest Ofsted               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Available on the school website.  Available on the school website and Ofsted website.	Free
Performance management policy and procedures adopted by the governing body.	Performance management cycle procedure – available from the school office.	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Governor minutes – available on the school website.  School Development Plan – available on the school website.  Stake holder consultations	Free  Free  Free
Safeguarding and child protection	Policies available on the website. Please see Safeguarding Section on website.	Free

## How we make decisions

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	Available on the website and in the school and nursery brochure.	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).	Full governing body minutes and agendas - available on the school website.	Free

## Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	Available on the school website.	Free
Records management and personal data policies, including: <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>	Data Protection Policy available on the school website.	Free
Equality and diversity policies (Equality Targets)	Single Equality Policy available on the school website. Racial Incident Policy available on the school website.  Equality targets and action plan – available on the school website.	Free
Policies and procedures for the recruitment of staff	Safer Recruitment Policy available on the school website.	Free
Charging regimes and policies.	Charging and remissions policy available on the school website.  Nursery Fees Policy – available	Free

## Lists and Registers

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Curriculum information available on the website.	Free
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers		

## The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Available on school website, school brochure and newsletters.	Free
Out of school clubs	School brochure and letters to parents	Free
Services for which the school is entitled to recover a fee, together with those fees	Nursery fees policy, School and Nursery Brochures – available on the website.	Free
School publications, leaflets, books and newsletters	Available on the school website.	Free
Services for which the school is entitled to recover a fee, together with those fees	Nursery Fees Policy – available on the school website.	Free
<p><b>Additional Information</b></p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

## 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 @ ..p per sheet (black & white)	Actual cost
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	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>		