

Freedom of Information

Guide to information available from Rockwood Nursery School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see "How to complete the Guide to Information".	How the information can be obtained	Cost
Class 1 - Who we are and what we do Rockwood Nursery School Education for 2-5 year olds from 07:30 – 17:30 term time only	Prospectus and school information held on website (www.rockwoodnursery.com) and in hard copy in the school office.	

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Who's who in the school	Website and hard copy on request from school office	
Who's who on the governing body / board of governors and the basis of their appointment	Website and hard copy on request from school office	
Instrument of Government / Articles of Association	Website and hard copy on request from school office	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website and hard copy on request from school office	
School prospectus (if any)	Website and hard copy on request from school office	
Staffing structure	Website and hard copy on request from school office	
School session times and term dates	Website and hard copy on request from school office	
Address of school and contact details, including email address.	Website and hard copy on request from school office	

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Class 2 – 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	Edubase and LCC Hard copy from school office on request	
Annual budget plan and financial statements	Edubase and LCC Hard copy from school office on request	
Capital funding	Edubase and LCC Hard copy from school office on request	
Financial audit reports	Edubase and LCC Hard copy from school office on request	
Details of expenditure items over £2000 – published at least	Edubase and LCC	

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annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy from school office on request	
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).	SLA with LCC	
Pay policy	SLA with LCC	
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.	N/A	
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	SLA with LCC, hard copy from school office on request Overview information held on	

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more junior posts, by salary range.	Edubase	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Website and hard copy on request from school office	
School profile (if any) And in all cases:	Overview on website and hard copy on request from school office	

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<ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>N/A to nursery schools</p> <p>Link on website, hard copy available from school office on request</p> <p>Website and hard copy on request from school office</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>SLA with LCC</p>	
<p>Performance data or a direct link to it</p>	<p>N/A to nursery schools Limited information on website through governors'</p>	

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	minutes	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	N/A but would be put on website and hard copy on request from school office	
Safeguarding and child protection	Policies on website and hard copy on request from school office	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Decisions made by governing body – shared in minutes on website and hard copy on request from school office	
Admissions policy/decisions (not individual admission decisions) – where applicable	LCC admissions' policy followed, provided on Lancashire.gov.uk/education and on school website and	

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	hard copy on request from school office	
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).	Website and hard copy on request from school office	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</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 its funding agreement or equivalent. These will include policies and procedures for handling information requests.</p>	Website and hard copy on request from school office	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> Information security policies 	Website and hard copy on request from school office	

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<ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 		
<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 (please see "How to complete the Guide to information").</p>	<p>Website and hard copy on request from school office</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include</p>	<p>Website and hard copy on request from school office (some information may only be available by inspection)</p>	

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the attendance register).		
Curriculum circulars and statutory instruments	Website and hard copy on request from school office	
Disclosure logs	Hard copy on request from school office	
Asset register	Hard copy on request from school office	
Any information the school is currently legally required to hold in publicly available registers	Website and hard copy on request from school office	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	Website and hard copy on request from school office	

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Extra-curricular activities	N/A	
Out of school clubs	Hard copy on request from school office	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy on request from school office	
School publications, leaflets, books and newsletters	Hard copy on request from school office, copies emailed to parents/carers, on Website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black &	Actual cost *

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	white)	
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority