

Freedom of Information

Guide to information available from Akaal Primary 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
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<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website – https://www.akaalprimaryschool.org/</p> <p>Hardcopy - Administrator</p>	<p>Nil</p> <p>10p per sheet + postage</p>
<p>Who's who in the school</p>	<p>Website – https://www.akaalprimaryschool.org/our-story/whos-who</p> <p>Hardcopy - Administrator</p>	<p>Nil</p> <p>10p + postage</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Website – https://www.akaalprimaryschool.org/our-story/governing-body</p> <p>Hardcopy - Administrator</p>	<p>Nil</p> <p>10p + postage</p>

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Articles of Association	Website – http://www.akaalprimaryschool.org/documents/governors/akaal_academy_trust_derby_limited_articles_of_association.pdf Hardcopy - Administrator	Nil 10p per sheet + postage
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website – Headteacher - j.fellowes@akaalprimaryschool.org Website – Chair of Governors – p.kaur@akaalprimaryschool.org Hardcopy - Administrator	Nil 10p + postage
School prospectus (if any)	No longer a requirement	
Annual Report (if any)	None raised.	

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Staffing structure	Hardcopy - Administrator	10p + postage
School session times and term dates	Website - https://www.akaalprimaryschool.org/parent-information/term-dates Hardcopy - Administrator	Nil 10p + postage
Address of school and contact details, including email address.	Website - https://www.akaalprimaryschool.org/contact	Nil
	Hardcopy - Administrator	Nil
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement,	Previous financial years – Website - https://www.akaalprimaryschool.org/performance/financial-performance Previous financial years – Hardcopy – Administrator	Nil 10p per sheet + postage

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contracts and financial audit). Current and previous financial year as a minimum	Present financial year – Hardcopy - Administrator	As above
Annual budget plan and financial statements	Hardcopy only - Administrator	10p per sheet + postage
Capital funding	Hardcopy only - Administrator	10p per sheet + postage
Financial audit reports	Website - https://www.akaalprimaryschool.org/performance/financial-performance Hardcopy - Administrator	Nil 10p per sheet + postage
Details of expenditure items over £2000 – published at least annually but at a more	Hardcopy - Administrator	10p per sheet + postage

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frequent quarterly or six-monthly interval where practical.		
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 only - Administrator	10p per sheet + postage
Pay policy	Hardcopy only - Administrator	10p per sheet + postage
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	Hardcopy only - Administrator	10p per sheet + postage

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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 only - Administrator	10p per sheet + postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy – Administrator (Governors Allowances Policy gives the framework) – record of total payments would be a separate list (a nil return would be stated).	10p per sheet + postage

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>Hardcopy only - Administrator</p>	<p>10p per sheet + postage</p>
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data • 	<p>https://www.compare-school-performance.service.gov.uk/school/142109/akaal-primary-school/primary</p>	<p>Nil</p>
<ul style="list-style-type: none"> • The latest Ofsted / Estyn / Education and Training Inspectorate Report <ul style="list-style-type: none"> - Summary - Full report 	<p>Website (summary & full report both at): https://www.akaalprimaryschool.org/performance/ofsted-outcomes</p>	<p>Nil</p>

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<ul style="list-style-type: none"> • Post-inspection action plan 	Hardcopy of Ofsted report, plus post-inspection action plan hardcopy only – Administrator.	10p per sheet + postage
Performance management policy and procedures adopted by the governing body.	Hard copies only - Administrator	10p per sheet + postage
Performance data or a direct link to it	https://www.compare-school-performance.service.gov.uk/school/142109/akaal-primary-school/primary	Nil
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hardcopies only - Administrator	10p per sheet + postage
Safeguarding and child protection	Website – Safeguarding Policy - http://www.akaalprimaryschool.org/docume	Nil

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	nts/policies/akaal_safeguarding_policy_july_2020.pdf Hardcopies & any other relevant information, (hardcopy only) - Administrator	10p per sheet + postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hardcopies only - Administrator	10p per sheet + postage
Admissions policy/decisions (not individual admission decisions) – where applicable	Website - https://www.akaalprimaryschool.org/our-story/faq/admissions	Nil

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	Hardcopies - Administrator	10p per sheet + postage
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).	Hardcopies only – Clerk to the Governors, s.arundel@akaalprimaryschool.org or c/o Akaal Primary School, Grange Avenue, Derby DE23 8DG	10p per sheet + postage
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>	<p>Numerous policies are available on the website via the link: https://www.akaalprimaryschool.org/parent-information/school-policies</p> <p>These are available in hardcopy, together with any requested which are not on the website, from the Administrator. (Cost of hardcopies are 10p per sheet + postage)</p>	Nil

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<p>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.</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>Data Protection policies – Website - https://www.akaalprimaryschool.org/parent-information/gdpr</p> <p>Hardcopies of all listed opposite - Administrator</p>	<p>Nil</p> <p>10p per sheet + postage</p>
<p>Charging regimes and policies.</p>	<p>Website - http://www.akaalprimaryschool.org/docume</p>	<p>Nil</p>

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<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. 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>nts/policies/akaal_charging_and_remissions_policy_july_2020.pdf</p> <p>http://www.akaalprimaryschool.org/documents/policies/akaal_premises_hire_policy_2020.pdf</p> <p>The above Charges & Remissions Policy and Premises Hire Policy plus all others requested are available in hardcopy.</p>	<p>Nil</p> <p>10p per sheet + postage</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Hardcopies only - Administrator</p>	<p>10p per sheet + postage</p>

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Curriculum circulars and statutory instruments	Hardcopies only - Administrator	10p per sheet + postage
Disclosure logs	Hardcopy only – Administrator	10p per sheet + postage
Asset register	Hardcopy only – Administrator	10p + postage
Any information the school is currently legally required to hold in publicly available registers	Hardcopy only – Administrator	10p + postage
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hardcopy only - Administrator	Leaflets & news-letters – postage only. Other information 10p per

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Current information only		sheet + postage
Extra-curricular activities	https://www.akaalprimaryschool.org/parent-information/curriculum/enrichment	Nil
Out of school clubs	https://www.akaalprimaryschool.org/parent-information/extended-day/after-school-clubs	Nil
Services for which the school is entitled to recover a fee, together with those fees	Trips transport Transport for swimming http://www.akaalprimaryschool.org/documents/policies/akaal_charging_and_remissions_policy_july_2020.pdf	Nil

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	Hardcopy - Administrator	10p per sheet + postage
School publications, leaflets, books and newsletters	Hardcopy – Administrator	Postage only
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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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 @ 10p per sheet (black & white)	Actual cost * Not calculated but used the sample cost in this template.

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	Photocopying/printing @ 10p per sheet (colour)	Actual cost As above
	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