

Freedom of Information

Guide to information available from **St Paul's 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)	Hard copy and/or website	
Who's who in the school	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: st.pauls.nursery@york.gov.uk	
Who's who on the governing body / board of governors and the basis of their appointment	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: st.pauls.nursery@york.gov.uk	
Instrument of Government / Articles of Association	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: st.pauls.nursery@york.gov.uk	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: st.pauls.nursery@york.gov.uk	
School prospectus (if any)	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: st.pauls.nursery@york.gov.uk	
Annual Report (if any)	Not applicable	

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Staffing structure	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: st.pauls.nursery@york.gov.uk	
School session times and term dates	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: st.pauls.nursery@york.gov.uk	
Address of school and contact details, including email address.	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: st.pauls.nursery@york.gov.uk	

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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	Hard copy and/or website	
Annual budget plan and financial statements	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Capital funding	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Financial audit reports	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Pay policy	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
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.	Not 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.	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Not applicable	

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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	Hard copy or website	
School profile (if any) <i>And in all cases:</i> 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 - Summary - Full report Post-inspection action plan	Ofsted report available on website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk All other information available as: Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Performance management policy and procedures adopted by the governing body.	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Performance data or a direct link to it	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Safeguarding and child protection	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk	

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy or website	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
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).	Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Hard copy or website	
Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies)	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
Charging regimes and policies. 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.	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk	

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<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Hard copy or website some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk</p>	
<p>Disclosure logs</p>	<p>Available to inspect</p>	
<p>Asset register</p>	<p>Available to inspect</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available to inspect</p>	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>Hard copy or website some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk</p>	
<p>Out of school clubs</p>	<p>Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>StPaul'sNursery.School@york.gov.uk</p>	

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School publications, leaflets, books and newsletters	Website: www.stpaulsnurseryschool.co.uk Hard copy from School office: StPaul'sNursery.School@york.gov.uk	
<p>Additional Information</p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p>Claire please add anything else</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. Claire, this only needs to be filled in if you intend to charge for hard copies. Jude can provide copies of printer invoices if you need to calculate.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority