

Freedom of Information

Guide to information available from Pens Meadow School under the Model Publication Scheme

Information to be published. This includes datasets where applicable	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	
Who's who in the school	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office
Who's who on the governing body / board of governors and the basis of their appointment	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office
Instrument of Government / Articles of Association	Hard Copy available via School Office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office
Staffing structure	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office

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School session times and term dates	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office
Address of school and contact details, including email address.	School Website www.pens-meadow.dudley.sch.uk
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	
Annual budget plan and financial statements	Hard Copy available via School Office
Capital funding	Hard Copy available via School Office
Financial audit reports	Hard Copy available via School Office
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).	Hard Copy available via School Office (Dudley MBC Standing Orders)

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Pay policy	Hard Copy available via School Office
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 available via School Office (LA Staffing grades and salary scales)
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	
<ul style="list-style-type: none"> • The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>All available from:</p> <p>School Website www.pens-meadow.dudley.sch.uk</p> <p>Hard Copy available via School Office</p>
Performance management policy and procedures adopted by the governing body.	Hard Copy available via School Office

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Performance data	Hard Copy available via School Office
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Development Plan Hard Copy available via School Office
Safeguarding and Child protection	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	Not 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).	Hard Copy available via School Office

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<p>Class 5 – Our policies and procedures (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 Welsh or English government or the Northern Ireland Executive. 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>School Website www.pens-meadow.dudley.sch.uk</p> <p>Hard Copy available via School Office</p>
<p>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. See Appendix A</p>	<p>Please See Appendix A</p>
<p>Charging regimes and policies.</p> <p>This includes 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>Hard Copy available via School Office</p>

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Class 6 – Lists and Registers Currently maintained lists and registers only (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER).	Some information may only be available by inspection. Some information might be confidential or otherwise exempt from publication by law.
Curriculum circulars and statutory instruments <i>i.e. Departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum</i>	Inspection Only
Disclosure logs - <i>List of information provided following requests</i>	Inspection Only
Asset register	Inspection Only
Any information the school is currently legally required to hold in publicly available registers.	Inspection Only
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	Some information may only be available by inspection.
Extra-curricular activities	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office
Out of school clubs	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office

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Services for which the school is entitled to recover a fee, together with those fees	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office
School publications, leaflets, books and newsletters	School Website www.pens-meadow.dudley.sch.uk Hard Copy available via School Office
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.07p per sheet (black & white)	Actual cost incurred by school
	Photocopying/printing @ 0.25p per sheet (colour)	Actual cost incurred by school
	Postage	Actual cost in line with UK size and weight charges of Royal Mail standard 2 nd class post.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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Appendix A

List of statutory and mandatory policies and documents - Attached