

Freedom of Information

Guide to information available from Caverstede 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 <i>(Organisational information, structures, locations and contacts)</i> This will be current information only		
Who's who in the school	Website: www.caverstede.peterborough.sch.uk	
Who's who on the governing body / board of governors and the basis of their appointment	Website: www.caverstede.peterborough.sch.uk	
Instrument of Government / Articles of Association	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request – contact school	See Final page for costs
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: www.caverstede.peterborough.sch.uk	
School prospectus (if any) Parents Handbook	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request – contact school	
Staffing structure	Website: www.caverstede.peterborough.sch.uk	
School session times and term dates	Website:	

	www.caverstede.peterborough.sch.uk Hard copy: available on request – contact school	
Address of school and contact details, including email address.	Website: www.caverstede.peterborough.sch.uk	
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy: available on request – contact school	See Final page for costs
Capital funding	Hard copy: available on request – contact school	See Final page for costs
Pay policy	Hard copy: available on request – contact school	See Final page for costs
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available on request – contact school	See Final page for costs
Staffing, pay and grading structure.	Hard copy: available on request – contact school	See Final page for costs
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy: available on request – contact school	See Final page for costs
Details of Early Years Pupil premium funding.	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request – contact school	
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> <i>See Final page for costs</i> Current information as a minimum		
<ul style="list-style-type: none"> The latest Ofsted - Summary - Full report 	Website: https://reports.ofsted.gov.uk/provider/20/110599 Hard copy: available on request –contact school	See Final page for costs
Performance data	Hard copy: available on request –contact school	See Final page for costs
School Improvement Plan	Website: www.caverstede.peterborough.sch.uk	See Final page for costs

	Hard copy: available on request –contact school	
Safeguarding and child protection	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Current Policy - Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
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 on request –contact school	See Final page for costs
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> 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 English government. These will include policies and procedures for handling information requests.		
School Policies including: <ul style="list-style-type: none"> • Data Protection Policy • Complaints Procedure • Charging and remissions policy • Health and Safety Policy • Privacy Notice • Positive Behaviour Policy • Safeguarding and Child Protection Policy • Equality Information and Objectives • Records management (Data retention) 	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
Class 6 – Lists and Registers <i>(Currently maintained lists and registers only (this does not include the attendance register)</i>		

Curriculum circulars and statutory instruments Early Years Foundation Stage (EYFS) Framework	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
CCTV Details of any overt CCTV surveillance cameras operated by us or on our behalf	Inspection Only – contact the school	
Disclosure logs (a list of requests made to us under the Freedom of Information Act 2000)	Inspection Only – contact the school	
Asset register	Inspection Only – contact the school	
Any information the school is currently legally required to hold in publicly available registers	Inspection Only – contact the school	
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> Current information only		
Extended Provision – breakfast and late clubs Woodland Days Library	Website: www.caverstede.peterborough.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs
School publications, leaflets, books and newsletters	Website: www.caverstede.peterborough.sch.uk Hard copy: available on request –contact school	See Final page for costs

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing (colour)	Not available
	Postage and packaging 2 nd class	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	n/a	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority