



Freedom of Information – Guide to Information Published

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do (current information)		
Who's who in the school	Website: www.frimley.surrey.sch.uk/?page_id=3426 Hard Copy: available on request – contact school	Free 10p/sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website: www.frimley.surrey.sch.uk/?page_id=4032 Hard Copy: available on request – contact school	Free 10p/sheet
Instrument of Government / Articles of Association	Hard Copy: available on request – contact school	10p/sheet
Contact details for the Head teacher and for the governing body, via the school	Website: Headteacher - www.frimley.surrey.sch.uk/?page_id=1629 Chair of Governors www.frimley.surrey.sch.uk/?page_id=4032	Free
Staffing structure	Hard Copy: available on request – contact school	10p/sheet
School session times and term dates	Website: www.frimley.surrey.sch.uk/?page_id=3628 Hard Copy available on request – contact school	Free 10p/sheet
Address of school and contact details, including email address.	Website: www.frimley.surrey.sch.uk/?page_id=1629	Free
Class 2: What we spend and how we spend it (current and previous financial year)		
Annual budget plan and financial statements	Hard Copy: available on request – contact school	10p/sheet

Capital funding	Hard Copy: available on request – contact school	10p/sheet
Financial audit reports	Hard Copy: available on request – contact school	10p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy: available on request – contact school	10p/sheet
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 on request – contact school	10p/sheet
Pay policy	Hard Copy: available on request – contact school	10p/sheet
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.	Hard Copy: available on request – contact school	10p/sheet
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 on request – contact school	10p/sheet
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	10p/sheet
Class 3 – What our priorities are and how we are doing (current information)		
Performance data supplied to the English Government - direct link to the data	Website: https://www.compare-school-performance.service.gov.uk/school/125152/frimley-cofe-junior-school	Free
The latest Ofsted report	Website: https://reports.ofsted.gov.uk/provider/21/125152	Free
School Improvement Plan	Hard Copy: available on request – contact school	10p/sheet
Performance management policy and procedures adopted by the governing body	Hard Copy: available on request – contact school	10p/sheet
Performance data or a direct link to it	Website: www.frimley.surrey.sch.uk/?page_id=3610	

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: available on request – contact school	10p/sheet
Safeguarding and child protection	Website: www.frimley.surrey.sch.uk/?page_id=3622 Hard Copy: available on request – contact school	Free 10p/sheet
Class 4 – How we make decisions (current and previous three years)		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: www.frimley.surrey.sch.uk/?page_id=3616 Hard Copy: available on request – contact school	Free 10p/sheet
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	10p/sheet
Class 5 – Our policies and procedures (Current information)		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Website: www.frimley.surrey.sch.uk/?page_id=3622 Hard Copy: available on request – contact school	Free 10p/sheet
Charging regimes and policies.	Website: www.frimley.surrey.sch.uk/?page_id=3622 Hard Copy: available on request	Free 10p/sheet
Class 6 – Lists and Registers (Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website: www.frimley.surrey.sch.uk/?page_id=3643 Hard Copy: available on request – contact school	Free 10p/sheet
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
Class 7 – The services we offer (current information)		
Extra-curricular activities	Website: www.frimley.surrey.sch.uk/?page_id=3662 Hard Copy: available on request – contact school	Free 10p/sheet
Out of school clubs	Website: www.frimley.surrey.sch.uk/?page_id=3662 Hard Copy: available on request – contact school	Free 10p/sheet

Services for which the school is entitled to recover a fee, together with those fees	Website: www.frimley.surrey.sch.uk/?page_id=3622 Hard Copy: available on request – contact school	Free 10p/sheet
School publications, leaflets, books and newsletters	Website: www.frimley.surrey.sch.uk Hard Copy: available on request – contact school	Free 10p/sheet

Schedule of Charges

Type of charge	Description	Basis of charge	Cost
Disbursement costs	Photocopying/printing @ 10.p per sheet (black & white)	Actual cost *	10 pence
	Photocopying/printing @ .50.p per sheet (colour)	Actual cost*	50 pence
	Postage	Actual cost of Royal Mail standard 2 nd class letter	58 pence
Statutory Fee	In accordance with the relevant legislation		n/a

* the actual cost incurred by the public authority