

# Freedom of Information

## Guide to information available from Chowbent Primary School under the publication scheme

Reviewed 22/11/22

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	0
Who's who in the school	Website	0
Who's who on the governing body and the basis of their appointment	Website	0
Instrument of Government	Website	0
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	0
School prospectus	Website	0
Annual Report	N/A	0
Staffing structure	Website	0
School session times and term dates	Website	0

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<b>Class 2 – What we spend and how we spend it</b> (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	Contact SBM	0
Capitalised funding	Contact SBM	0
Additional funding	Contact SBM	0
Procurement and projects	Contact SBM	0
Pay policy	Contact SBM	0
Staffing and grading structure	Contact SBM	0
Governors' allowances	Contact SBM	0

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<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website	0
<p>Performance management policy and procedures adopted by the governing body.</p>	Contact SBM	0
<p>Schools future plans</p>	Contact SBM	0
<p>Every Child Matters – policies and procedures</p>	Website	0

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<b>Class 4 – How we make decisions</b> (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)	Website	0
Agendas of meetings of the governing body and (if held) its sub-committees	Contact SBM	0
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Contact SBM	0

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<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Compliments &amp; Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Website          Website          Website          Contact SBM          Website          Website          Website          Website          Contact SBM</p>	<p>0</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• PSHE and RSE</li> <li>• Special educational needs &amp; Local Offer</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> </ul>	<p>Website          Website          Website          Website          Website          Website          Website          Website          N/A</p>	<p>0</p>

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<ul style="list-style-type: none"><li>• Pupil discipline</li></ul>	Website	
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	Contact SBM Contact SBM/DPO Website	0
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	0

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website	
Disclosure logs	Contact SBM / DPO	
Asset register	Contact SBM	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Contact SBM	

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<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>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</p>	<p>0</p>
<p>Out of school clubs</p>	<p>Website</p>	<p>0</p>
<p>School publications</p>	<p>Website</p>	<p>0</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website</p>	<p>0</p>
<p>Leaflets books and newsletters</p>	<p>Website</p>	<p>0</p>
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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## Guide to information available from Chowbent Primary School under the publication scheme

**Contact details:** Mr J Randle  
Headteacher  
Chowbent Primary School  
Laburnum Street  
Atherton  
M46 9FP

Tel: 01942 883410  
Email: enquiries@admin.chowbent.wigan.sch.uk

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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

\* the actual cost incurred by the public authority