



The Stalyhill Schools' Federation

Freedom of Information Appendix 1 Infants

Date Adopted:	Spring 2024
Date Approved:	13.03.24
Date of next review:	Spring 2027
Policy Reference Number:	529.1
Approved By:	Finance Governors

Freedom of Information

Guide to information available from Stalyhill Infant 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) This will be current information only		
Who's who in the school	Website: http://www.stalyhill-inf.tameside.sch.uk/whos-who/	
Who's who on the governing body / board of governors and the basis of their appointment	Website: http://www.stalyhill-inf.tameside.sch.uk/governance/	
Instrument of Government	Hard Copy: Contact the school office	As per cost schedule below
Contact details for the Head teacher and for the governing body, via the school office.	Email: admin@stalyhill-inf.tameside.sch.uk Tel: 01457 763598	
School prospectus	Website:	

	http://www.stalyhill-inf.tameside.sch.uk/prospectus/	
Annual Report	Website: http://www.stalyhill-inf.tameside.sch.uk/annual-report-to-parents/	
Staffing structure	Hard Copy: Contact the school office	As per cost schedule below
School term dates	Website: http://www.stalyhill-inf.tameside.sch.uk/term-dates/	
School session times	Hard Copy: Contact the school office	As per cost schedule below
Address of school and contact details, including email address.	Website: http://www.stalyhill-inf.tameside.sch.uk/contact-details/	
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: Contact the school office	As per cost schedule below

Capital funding	Hard Copy: Contact the school office	As per cost schedule below
Financial audit reports	Hard Copy: Contact the school office	As per cost schedule below
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy: Contact the school office	As per cost schedule below
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).	The School Office in the first instance Email: admin@stalyhill-inf.tameside.sch.uk Tel: 01457 763598	
Pay policy	Hard Copy: Contact the school office	As per cost schedule below
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: Contact the school office	As per cost schedule below
Staffing, pay and grading structure.	Hard Copy: Contact the school office	As per cost schedule below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governors are not allowed to claim allowances	
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		
- Performance data supplied to the English Government - The latest Ofsted Inspectorate report, and post-inspection action plan -	Website: http://www.stalyhill-inf.tameside.sch.uk/results/ Website: http://www.stalyhill-inf.tameside.sch.uk/ofsted/	
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: Contact the school office	As per cost schedule below
Safeguarding and child protection policies	Website: http://www.stalyhill-inf.tameside.sch.uk/keeping-children-safe/	
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	Local Authority website-TMBC	

	https://www.tameside.gov.uk/admissions	
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: Contact the school office	As per cost schedule below
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.	List of statutory policies available on school website: http://www.stalyhill-inf.tameside.sch.uk/policies/	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Hard Copy: Contact the school office	As per cost schedule below
Charging regimes and policies.	Website: http://www.stalyhill-inf.tameside.sch.uk/policies/	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		

Curriculum circulars and statutory instruments	Website: http://www.stalyhill-inf.tameside.sch.uk/topic/curriculum	
Asset register	Hard Copy: Contact the school office	As per cost schedule below
Any information the school is currently legally required to hold in publicly available registers	Available for Inspection: Contact the school office	
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		
Extra-curricular activities	Hard Copy: Contact the school office	As per cost schedule below
Out of school clubs	Website: http://www.stalyhill-inf.tameside.sch.uk/wise-owl/	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy: Contact the school office	As per cost schedule below
School publications, leaflets, books and newsletters	Website: http://www.stalyhill-inf.tameside.sch.uk/	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.35pence per sheet (black & white)	Actual cost
	Photocopying/printing @ 3.2pence per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the school