

Freedom of Information Act 2000

Information available from **Carnforth Community Primary School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p>	<p>Home Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Contact Details Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	
<p>Head teacher's contact details</p>	<p>Home Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	
<p>Who's who in the school/academy</p>	<p>Who's Who Carnforth Community Primary School (secure-primariesite.net)</p>	
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p>	<p>Meet the Governors Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	

Governing body's contact details	Please contact via the school office	
Instrument of Government / Articles of Association	Instrument of Government Carnforth Community Primary School (secure-primariesite.net)	
School/academy prospectus	Prospectus Carnforth Community Primary School (secure-primariesite.net)	
School/Academy session times and term dates	Term Dates Carnforth Community Primary School (secure-primariesite.net)	
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	<p>Carnforth Community Primary School - Schools Financial Benchmarking - GOV.UK (schools-financial-benchmarking.service.gov.uk)</p>	
Annual budget and financial statements	Please request Governor meeting minutes – available from the school office, hard copy only	
Capital funding	Please request Governor meeting minutes – available from the school office, hard copy only	
Financial Audits reports	Please request Governor meeting minutes – available from the school office, hard copy only	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Please request Governor meeting minutes – available from the school office, hard copy only	

Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Please request Governor meeting minutes – available from the school office, inspection only	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Please contact the school office	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Please contact the school office	
Procurement and contracts we have entered into	Please contact the school office	
Details of any premiums we receive such as Pupil premium.	Pupil Premium Carnforth Community Primary School (secure-primariesite.net) Covid-19 Catch Up Premium Carnforth Community Primary School (secure-primariesite.net)	
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	School Improvement Carnforth Community Primary School (secure-primariesite.net)	
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>) - Summary - Full report	Ofsted Carnforth Community Primary School (secure-primariesite.net)	

- Post-inspection action plan		
Exam and assessment results	Pupil Performance Carnforth Community Primary School (secure-primariesite.net)	
Performance tables		
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Find and compare schools in England - GOV.UK (www.gov.uk)	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	privacy-notice.pdf (primariesite-prod-sorted.s3.amazonaws.com)	
Class 4 – How we make decisions		
Decision making processes and records of decisions	Please request Governor meeting minutes – available from the school office, hard copy only	
Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Admissions Carnforth Community Primary School (secure-primariesite.net)	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Please request Governor meeting minutes – available from the school office, hard copy only	

<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>Children, education and families - Lancashire County Council</p> <p>For any other policies please contact the school office</p>	
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.</p>	<p>Policies Carnforth Community Primary School (secure-primariesite.net)</p>	
<p>Safeguarding and child protection, including protecting children’s personal data</p>	<p>Policies Carnforth Community Primary School (secure-primariesite.net)</p>	
<p>Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)</p>	<p>Policies Carnforth Community Primary School (secure-primariesite.net)</p>	
<p>Policies and procedures relating to recruitment and human resources</p>	<p>Please contact the school office</p>	
<p>Special educational needs</p>	<p>Policies Carnforth Community Primary School (secure-primariesite.net)</p>	
<p>Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)</p>	<p>Policies Carnforth Community Primary School (secure-primariesite.net)</p>	
<p>Pay Policy</p>	<p>Please contact the school office</p>	

Records management (Information security policies Records retention, destruction and archive policies)	Please contact the school office	
Data protection (including information sharing and CCTV usage policies)	Policies Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)	
Charging regimes and policies	Policies Carnforth Community Primary School (secure-primarysite.net)	
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)	Please contact the school office for inspection	
Curriculum circulars and statutory instruments	Newsletters Carnforth Community Primary School (carnforthprimary.lancs.sch.uk) Class Pages Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)	
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Not applicable	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Please contact the school office	
Asset register and Information Asset register	Please contact the school office for inspection	

Any information we are currently legally required to hold in publicly available registers	Please contact the school office for inspection	
<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>	<p>Home Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	
Extra-curricular activities	<p>Letters Home Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	
Out of school clubs	<p>Before and After School Club Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	
Services for which we are entitled to recover a fee, together with those fees	<p>Facilities for Hire Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	
Requests for paper copies of information	Please contact the school office	
Our publications, leaflets, books and newsletters	<p>News & Events Carnforth Community Primary School (carnforthprimary.lancs.sch.uk)</p>	
<p>Additional Information</p> <p>Any information that is not itemised in the lists above</p>		

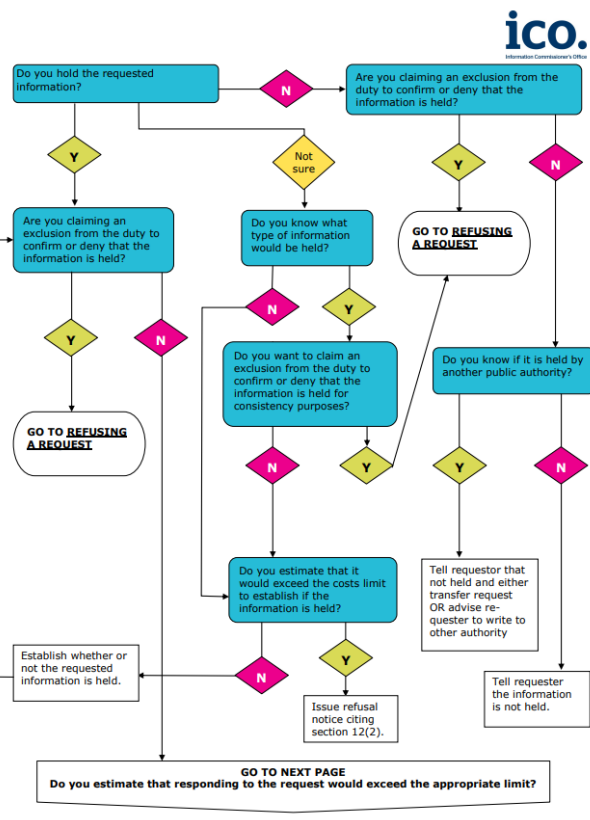
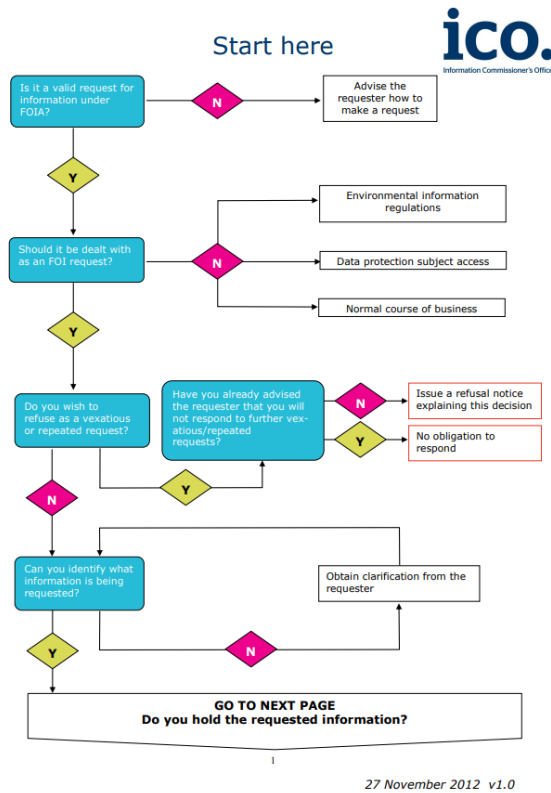
Schedule of charges

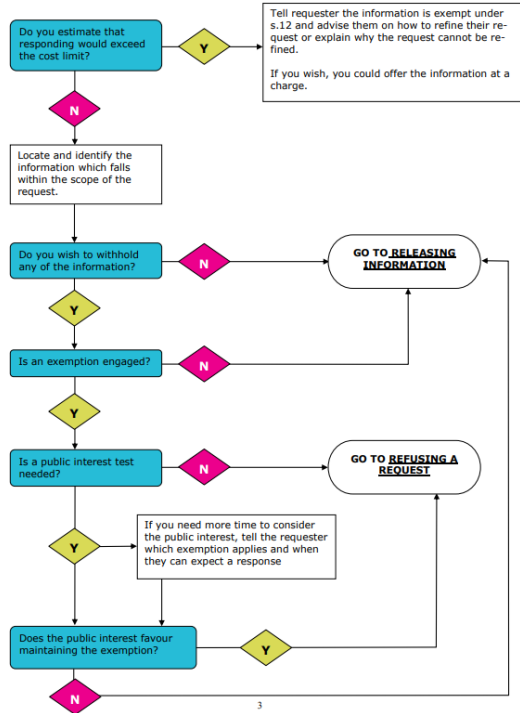
This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

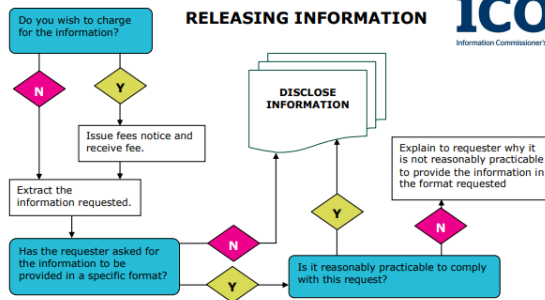
* the actual cost incurred

Flowchart for request of information handling process





RELEASING INFORMATION



REFUSING A REQUEST

