

Freedom of Information Guide to information available from Vallis First School under the model publication scheme

Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	Available on the school website https://vallisfirstschool.org/	Information freely available on school website
Instrument of Government/Articles of Association	Contact the Clerk to Governors via the school office vallisfirstschool@educ.somerset.gov.uk	Price on application (POA)
Contact details for the key personnel including Head teacher and for the governing body	Available on the school website https://vallisfirstschool.org/	Information freely available on website
School prospectus	Available on the school website https://vallisfirstschool.org/	Information freely available on website
Staffing structure	Available on the school website https://vallisfirstschool.org/	Information freely available on website
School session times and term dates	Available in the school brochure on the school website https://vallisfirstschool.org/	Information freely available on website
Address of school and contact details, including email address.	Available on the school website https://vallisfirstschool.org/	Information freely available on website

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What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact the school office vallisfirstschool@educ.somerset.gov.uk	POA
Capital funding	Contact the school office vallisfirstschool@educ.somerset.gov.uk	POA
Financial audit reports	Contact the school office vallisfirstschool@educ.somerset.gov.uk	POA
Pay policy	Contact the school office vallisfirstschool@educ.somerset.gov.uk	POA
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.	Contact the school office vallisfirstschool@educ.somerset.gov.uk	POA
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.	Contact the school office vallisfirstschool@educ.somerset.gov.uk	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Contact the Clerk to Governors via the school office vallisfirstschool@educ.somerset.gov.uk	POA

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What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
<p>School profile and in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Links to performance data and the latest Ofsted report are on the school website</p>	<p>Information freely available on website</p>
<p>Performance management policy and procedures adopted by the governing body.</p> <p>Safeguarding and child protection policies</p>	<p>Contact the school office vallisfirstschool@educ.somerset.gov.uk</p> <p>Available on the school website https://vallisfirstschool.org/</p>	<p>POA</p> <p>Information freely available on website</p>

How we make decisions

Information to be published.	How the information can be obtained	Cost
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Available on the school website https://vallisfirstschool.org/</p>	<p>Information freely available on website</p>
<p>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).</p>	<p>Contact the Clerk to Governors via the school office vallisfirstschool@educ.somerset.gov.uk</p> <p>Paper copy of Minutes of FGB meetings available in school reception area</p>	<p>POA</p>

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Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	Statutory policies and documents are available on the school website https://vallisfirstschool.org/	Information freely available on website
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) 	Statutory policies and documents are available on the school website https://vallisfirstschool.org/ or contact the school office vallisfirstschool@educ.somerset.gov.uk	Information freely available on website POA
Equality and diversity policies	Available on the school website https://vallisfirstschool.org/	Information freely available on website
Policies and procedures for the recruitment of staff	Contact the school office vallisfirstschool@educ.somerset.gov.uk	POA
Charging regimes and policies.	Contact the school office vallisfirstschool@educ.somerset.gov.uk	POA

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The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Available on the school website https://vallisfirstschool.org/	Information freely available on website
Out of school clubs	Available on the school website https://vallisfirstschool.org/	Information freely available on website
School publications, leaflets, books and newsletters	Available on the school website https://vallisfirstschool.org/	Information freely available on website

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost of production including labour
	Postage	Actual cost of Royal Mail standard 2 nd class
	Staff time used to source required documentation	Actual cost of labour