



# METHERINGHAM PRIMARY SCHOOL

## Policies, Procedures, Regulations and Guidance

<b>Document Title:</b>	Freedom of Information	
<b>Date Effective From:</b>	May 2026	
<b>Date of Last Review:</b>	May 2024	
<b>Date of Next Review:</b>	May 2028	
<b>Approved by:</b>		
<b>Version Control Table</b> <i>[To be updated as required]</i>		
<b>Version Number</b>	<b>Date Authorised</b>	<b>Summary of Key Changes</b>
2		Update template

Please find below a guide to the information available from Metheringham Primary School under the model publication scheme.

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	Website	FREE
Who's who in the school	Website	FREE
Who's who in the governing body and the basis of their appointment	Website	FREE
Instrument of Government	Hard Copy	Photocopy cost
Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and email address – if used)	Website	FREE
Staffing Structure	Website	FREE
School session times and term dates	Website	FREE
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected income and expenditure, procurement, contracts and financial audit) Current and previous financial year only.		
Annual budget plan and financial statements	Hard Copy	Photocopy Cost

Capitalised Funding	Hard Copy	Photocopy Cost
Additional Funding	Hard Copy	Photocopy Cost
Procurement and Projects	Hard Copy	Photocopy Cost
Pay Policy	Hard Copy	Photocopy Cost
Governors' Allowances	Hard Copy	Photocopy cost
<b>Class 3 – What our priorities are and how we are going</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School Profile – Key Information about the School Government supplied performance data The latest Ofsted report - Summary - Full report	Website OFSTED Website DfE Website	
Performance management policy and procedures adopted by the governing body	Hard Copy	Photocopy Cost
Schools future plans	Hard Copy	Photocopy Cost
<b>Class 4 – How we make decisions</b> School Development Plans	Hard Copy	Photocopy Cost
Admissions Policy	Website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	Photocopy Cost

Agreed and approved Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings (redacted minutes)	Hard Copy	Photocopy Cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) School policies including:-		
Attendance Policy	Website	Free
Health and Safety	Hard Copy	Photocopy Cost
Staff Code of Conduct Policy	Hard Copy	Photocopy Cost
Concerns/Complaints by Parents Policy	Website	Free
Managing Serial and Unreasonable Complaints	Website	Free
Equality and Diversity (including equal opportunities) Policies	Website	Free
Staffing Structure	Hard Copy	Photocopy Cost
Staff Discipline and Grievance Policies	Hard Copy	Photocopy Cost
Staff Recruitment Policies	Hard Copy	Photocopy Cost
Finance Policy	Hard Copy	Photocopy Cost
Charging and remissions policy	Website	Free
Curriculum	Website	Free
PSHE & Relationship and Sex Education RSE Policy	Website	Free
Anti-Bullying Policy	Website	Free
Special Educational Needs Policy	Website	Free

Assessment Policy (Including Marking & Feedback)	Website	Free
Behaviour and Discipline Policy (Including Suspensions and Exclusions)	Website	Free
Schools Financial Benchmarking Service	Website GOV.UK Website	Free
Confidentiality Policy	Website	Free
Equality Objectives	Website	Free
Acceptable ICT Use Policy	Website	Free
Early Years Foundation Stage Policy	Website	Free
Homework Policy	Website	Free
Looked after Child Policy	Website	Free
School Food Policy	Website	Free
School Uniform Policy	Website	Free
Accessibility Plan	Website	Free
Medicines Policy	Website	Free
Records Management and Personal Data Policies, including:		
Recruitment Privacy Notice	Website	Free
Data Protection Policy	Website	Free
<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)	
Disclosure Logs	Hard Copy	Photocopy Cost

Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	Photocopy Cost
<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) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra Curricular activities	Website/Hardcopy	FREE
School publications	Website/Hardcopy	FREE
Leaflets and Newsletters	Website/Hardcopy	FREE
<p><b>Additional Information</b></p> <p>The School aim to publish as much as possible on the School Website enabling it to be accessed for free. Please note, the most recent document may not be uploaded to the website at the time accessed. Please contact the school at <a href="mailto:enquiries@metheringham.lincs.sch.uk">enquiries@metheringham.lincs.sch.uk</a> to check the latest version has been uploaded.</p> <p style="text-align: center;">Any additional Policies requested which are not listed above will be deemed as Hardcopies and subject to Photocopying Costs.</p>		

#### CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Expenditure cost	Photocopying/printing @10p per sheet (black & White)	Actual cost * approx. 10p
	Photocopying/printing @50p per sheet (colour)	Actual cost * approx. 50p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class.

\* the actual cost incurred by the public authority