

## Freedom of Information

### Guide to information available from Ronald Tree Nursery School under the model publication scheme

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Available on website or a hard copy is available on request from school office</p>	<p>n/a</p>
<p>Who's who in the school</p>	<p>Available on website or a hard copy is available on request from school office</p>	<p>n/a</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Available on website or a hard copy is available on request from school office</p>	<p>n/a</p>
<p>Instrument of Government</p>	<p>Available on website or a hard copy is available on request from school office</p>	<p>n/a</p>

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Available on website or a hard copy is available on request from school office	n/a
School Curriculum and Information Leaflets	Available on website or a hard copy is available on request from school office	n/a
Annual Report (if any)	n/a	n/a
Staffing structure	Available on website or a hard copy is available on request from school office	n/a
School session times and term dates	Available on website or a hard copy is available on request from school office	n/a
Address of school and contact details, including email address.	Available on website or a hard copy is available on request from school office	n/a

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<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>Current Year available on request to school office          Previous year available on request to school office or available from <a href="https://schools-financial-benchmarking.service.gov.uk/School/Detail?urn=121782">https://schools-financial-benchmarking.service.gov.uk/School/Detail?urn=121782</a></p>	<p>n/a</p>
<p>Annual budget plan and financial statements</p>	<p>Current Year available on request to school office          Previous year available on request to school office or available from Gov.uk  <a href="https://schools-financial-benchmarking.service.gov.uk/School/Detail?urn=121782">https://schools-financial-benchmarking.service.gov.uk/School/Detail?urn=121782</a></p>	<p>n/a</p>

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Capital funding	Current Year available on request to school office or at <a href="https://www.gov.uk/guidance/school-capital-funding">https://www.gov.uk/guidance/school-capital-funding</a> Previous year available on request to school office	n/a
Financial audit reports	SFVS report available on request to school office. Most recent Internal Audit Report available on request to the school office.	n/a
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Current Year available on request to school office Previous year available on request to school office or available from Gov.uk <a href="https://schools-financial-benchmarking.service.gov.uk/School/Detail?urn=121782">https://schools-financial-benchmarking.service.gov.uk/School/Detail?urn=121782</a>	n/a

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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).	Available on request to the school office.	n/a
Pay policy	Available on request to the school office.	n/a
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.	Policy on expenses is contained within the Staff Handbook – available on request to the school office.	n/a
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.	Available on request to the school office.	n/a
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	No expenses paid	n/a

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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>	<p>School Improvement Plan available on school website or on request to the school office</p>	<p>n/a</p>
<p>School profile (if any)          And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Available on request to the school office.</p> <p>Submitted performance data not applicable to early years          Available at <a href="https://reports.ofsted.gov.uk/provider/20/121782">https://reports.ofsted.gov.uk/provider/20/121782</a> or on request to the school office.</p>	<p>n/a</p>

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Performance management policy and procedures adopted by the governing body.	Available on request to the school office.	n/a
Performance data or a direct link to it	Performance data not applicable to early years	n/a
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	When applicable would be available on the website or via the school office	n/a
Safeguarding and child protection	Policy and statement available on the school website	n/a

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Available on the School website or on request from the school office</p>	<p>n/a</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>Available on request to the school office.</p>	<p>n/a</p>



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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. 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.</p>	<p>Available on the School website or on request from the school office</p>	<p>n/a</p>
<p>Records management and personal data policies, including:</p> <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>	<p>Available on the School website or on request from the school office</p>	<p>n/a</p>
<p>Charging regimes and policies.</p>	<p>Available on the School website or on request from the school office</p>	<p>n/a</p>

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Where held may be available for inspection on request from the school office but access may be subject to Data Protection legislation</p>	<p>n/a</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Available on request from the school office</p>	<p>n/a</p>
<p>Disclosure logs</p>	<p>Where held may be available for inspection on request from the school office but access may be subject to Data Protection legislation</p>	<p>n/a</p>
<p>Asset register</p>	<p>Available on request from the school office</p>	<p>n/a</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available on request from the school office</p>	<p>n/a</p>

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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>Available on the School website or on request from the school office</p>	<p>n/a</p>
<p>Extra-curricular activities</p>	<p>Available on the School website or on request from the school office</p>	<p>n/a</p>
<p>Out of school clubs</p>	<p>Available on the School website or on request from the school office</p>	<p>n/a</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Available on the School website or on request from the school office</p>	<p>n/a</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Available on the School website or on request from the school office</p>	<p>n/a</p>

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### **SCHEDULE OF CHARGES**

No charge will be made for small amounts of copying or a single document. If multiple hard copy documents (ie three or more different documents which are available free of charge via our website) or more than one copy of each document is requested the costs are listed below.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 0.01p per sheet (black & white)	Actual cost of photocopying toner and paper
	Photocopying/printing @ 0.03p per sheet (colour)	Actual cost of photocopying toner and paper
	2 <sup>nd</sup> class postage plus cost of envelope A5 – 1p, A4 – 1.5p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class and cost of envelope
<b>Statutory Fee</b>		In accordance with the relevant legislation