



Freedom of Information

Guide to information available from Carlton Miniott Community Primary 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 This will be current information only		
Who's who in the school	hard copy and website	Free
Who's who on the governing body and the basis of their appointment	hard copy and website	Free
Instrument of Government	hard copy	Free
Contact details for the Head teacher and for the Chair of the governing body	hard copy and website	Free
School prospectus	hard copy and website	Free
Governors Annual Report	hard copy	Free
Staffing structure	hard copy and website	Free
School session times and term dates	hard copy and website	Free
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	hard copy	Charges apply
Capitalised funding	hard copy	Charges apply
Additional funding	hard copy	Charges apply
Pay policy	hard copy	Charges apply
Staffing and grading structure	hard copy	Charges apply

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Class 3 – What our priorities are and how we are doing		
School and National test result	hard copy	Free
Government supplied performance data	hard copy	Free
The latest Ofsted report	Website	Free
Data Dashboard	Website	Free
Performance Management policy and procedures adopted by the governing body.	hard copy	Charges apply
School Development Plan	hard copy	Charges apply
Class 4 – How we make decisions		
Admissions policy	hard copy	Charges apply
Agendas of meetings of the governing body and its sub-committees	hard copy	Charges apply
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	hard copy	Charges apply
Class 5 – Our policies and procedures		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety 	hard copy and/or website	Charges apply

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<ul style="list-style-type: none"> • Complaints procedure • Equality policy 		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Subject specific policies • Sex education • Special educational needs • Race equality • Collective worship • Behaviour • Child Protection 	hard copy Those on website	Charges apply Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Freedom of Information policy • Records retention destruction and archive policies • Data protection (Fair Processing Notice) 	hard copy hard copy hard copy	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	some information may only be available by inspection)	
Register of Business Interests	inspection	Free
Asset register	inspection	Free

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Gifts and hospitality	inspection	Free
Class 7 – The services we offer		
Current information only		
Out of school clubs	hard copy	Free
Services for which the school is entitled to recover a fee, together with those fees	hard copy	Free
Leaflets books and newsletters	hard copy and website	Free
Additional Information		

Contact details: Mr S Crocker

Carlton Miniott Community Primary School, Carlton Miniott, Thirsk, North Yorkshire, YO7 4NJ

SCHEDULE OF CHARGES

As a school we have adopted the North Yorkshire County Council charges for requests under the Freedom of Information Act. These charges can be requested from the school office or are on the North Yorkshire website. Upon a request you will be informed by letter of the charges. This charge will need to be paid before receipt of the requested documents.

This Publication Scheme is available in other formats

Standard costs to be used in the calculation of fees for requests under the Freedom of Information (FOI) Act 2000 and the Environmental Information Regulations (EIR) 2004

Staff time	£25.00 per hour
Photocopying Costs	10p per copy
Printing Costs	10p per copy
Postage Costs	1 st class at cost or original estimate, whichever is lesser
Other items such as relevant translation	At cost or original estimate, whichever is lesser

NYCC CHARGING REGIME FOI and EIR

Fee is less than £5.00	No charge will be made
Cost of fee between £5.00 and £450.00	If the cost to service a request is estimated at between £5.00 and £450.00 (approximately 17 staff hours plus £25 disbursements) then a charge for non-staff costs as above will be made
Cost of fee is over £450.00 (*)	If the cost to service a request is estimated to cost in excess of £450.00 (more than 17 staff hours plus £25 disbursements) then the full cost, including staff time at the above rate, will need to be charged.
Aggregation of Requests (**)	If two or more requests are received within 60 consecutive working days, for the same or similar information either from the same person or different persons who appear to be acting as part of a campaign, then the charges will be aggregated. Once the cost exceeds £450.00 then the full costs, including staff time, will need to be charged
Mixed Requests	If a request is received in which the information is covered by more than one access to information regime then, for the purposes of calculating fees, it is necessary to separate out the constituent parts of the request to determine what fee may be charged. The above charging regime is applicable to the FOI element.

*** Where the fee is calculated at over £450.00 FOI only**

Section 16(1) requires the County Council to provide advice and assistance, "so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information"	<p>Stage 1 – If the request is particularly wide-ranging, and therefore likely to be expensive to answer, the County Council must discuss this with the applicant to see if the question could be refined to a more manageable level, or resubmitted in part, to bring it below the £450 limit.</p> <p>Stage 2 – If after providing advice and assistance, as required under Section 16, the request is still over the appropriate limit the County Council can either turn the request down or answer the request and charge a fee.</p> <p>Or where the County Council decides to provide the information and charge a fee, and does not have other powers to do so, the County Council can charge on the basis of the costs outlined above, as well as the cost of informing the applicant whether the information is held and communicating the information to the applicant.</p>
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Where the fee is calculated at over £450 for a request for information under EIR the school will make a reasonable charge for the information.