



CLEATOR MOOR NURSERY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2022-2025

Approved by¹	
Name:	Des Morris
Position:	Chair of Governors
Signed:	<i>D.Morris</i>
Date:	16 th March 2022
Review date²:	March 2025

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

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Freedom of Information

Guide to information available from Cleator Moor Nursery 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 (Organisational information, structures, locations and contacts) This will be current information only	All information will be available as a hard copy to view in school (some require request) – HC/ HCR; some will also be available on the school website (mandatory/ statutory information in particular) - W; some information will be distributed to parents prior or upon enrolment of their child(ren), staff prior to or after appointment, governors prior to or after appointment - D.	All prices will be determined on a case by case basis; some will be free of charge for hard copies; everything will be free on the school website.
Who's who in the school	HC, W, D	
Who's who on the governing body and the basis of their appointment	HC, W	
Instrument of Government	HC, W	
Contact details for the Headteacher and for the governing body (named contacts)	HC, W, D	
School prospectus	HC, W, D	
Staffing structure	HCR	
School session times and term dates	HC, W, D	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	All information will be available as a hard copy to view in school (some require request) – HC/ HCR; some will also be available on the school website (mandatory/ statutory information in particular) - W; some information will be distributed to parents prior or upon enrolment of their child(ren), staff prior to or after appointment, governors prior to or after appointment - D.	All prices will be determined on a case by case basis; some will be free of charge for hard copies; everything will be free on the school website.

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Annual budget plan and financial statements	HCR	
Capitalised funding	HCR	
Additional funding	HCR	
Procurement and projects	HCR	
Pay policy	HCR	
Staffing and grading structure	HCR	
Governors' allowances	HCR	
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	All information will be available as a hard copy to view in school (some require request) – HC/ HCR; some will also be available on the school website (mandatory/ statutory information in particular) - W; some information will be distributed to parents prior or upon enrolment of their child(ren), staff prior to or after appointment, governors prior to or after appointment - D.	All prices will be determined on a case by case basis; some will be free of charge for hard copies; everything will be free on the school website.
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	HC, W, D	
Performance management policy and procedures adopted by the governing body.	HC, W	
Schools future plans	HC, W	
Every Child Matters – policies and procedures	HC, W, D	
Class 4 – How we make decisions (Decision making processes and records of decisions)	All information will be available as a hard copy to view in school (some require request) – HC/ HCR; some will also be available on the school website	All prices will be determined on a case by case basis; some will be free of charge for hard copies; everything

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Current and previous three years as a minimum	(mandatory/ statutory information in particular) - W; some information will be distributed to parents prior or upon enrolment of their child(ren), staff prior to or after appointment, governors prior to or after appointment - D.	will be free on the school website.
Admissions policy/decisions (not individual admission decisions)	HC, W	
Agendas of meetings of the governing body and working parties	HCR	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	HC, W	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	All information will be available as a hard copy to view in school (some require request) – HC/ HCR; some will also be available on the school website (mandatory/ statutory information in particular) - W; some information will be distributed to parents prior or upon enrolment of their child(ren), staff prior to or after appointment, governors prior to or after appointment - D.	All prices will be determined on a case by case basis; some will be free of charge for hard copies; everything will be free on the school website.
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	HC, W, D	

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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Pupil discipline 	HC, W	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	HC, W, D	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	HC, W	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>All information will be available as a hard copy to view in school (some require request) – HC/ HCR; some will also be available on the school website (mandatory/ statutory information in particular) - W; some information will be distributed to parents prior or upon enrolment of their child(ren), staff prior to or after appointment, governors prior to or after appointment – D; some may only be available upon inspection – I.</p>	<p>All prices will be determined on a case by case basis; some will be free of charge for hard copies; everything will be free on the school website.</p>
Curriculum circulars and statutory instruments	HCR, I	
Disclosure logs	I	

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Asset register	HCR, I	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	HCR, I	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	All information will be available as a hard copy to view in school (some require request) – HC/ HCR; some will also be available on the school website (mandatory/ statutory information in particular) - W; some information will be distributed to parents prior or upon enrolment of their child(ren), staff prior to or after appointment, governors prior to or after appointment - D; some may only be available upon inspection – I.	All prices will be determined on a case by case basis; some will be free of charge for hard copies; everything will be free on the school website.
School publications	HC, W, D	
Services for which the school is entitled to recover a fee, together with those fees	HC, W, D	
Leaflets books and newsletters	HC, W, D	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	All information will be available as a hard copy to view in school (some require request) – HC/ HCR; some will also be available on the school website (mandatory/ statutory information in particular) - W; some information will be distributed to parents prior or upon enrolment of their child(ren), staff prior to or after appointment, governors prior to or after appointment - D; some may only be available upon inspection – I.	All prices will be determined on a case by case basis; some will be free of charge for hard copies; everything will be free on the school website.

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Contact details:

Claire Southward
Cleator Moor Nursery School
Ennerdale Road
Cleator Moor
Cumbria
CA25 5LW
01946 811189
admin@cleatormoor.cumbria.sch.uk
www.cleatormoornurseryschool.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. **THIS WILL BE ADDRESSED ON A CASE BY CASE BASIS, TAKING INTO ACCOUNT THE CURRENT COSTINGS AT TIME OF REQUESTS**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority