

Freedom of Information

Guide to information available from Town Farm Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	Home Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Who's who in the school	Our Staff Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

Who's who on the governing body / board of governors and the basis of their appointment	The Governing Body Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Instrument of Government / Articles of Association	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

School prospectus (if any)	Prospectus Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free £1.50 per copy
Annual Report (if any)	Not Applicable	
Staffing structure	Our Staff Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
School session times and term dates	Parents & Carers Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

Address of school and contact details, including email address.	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
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	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Annual budget plan and financial statements	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

Capital funding	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Financial audit reports	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

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).	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Pay policy	Statutory Policies Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
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 Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

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 Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Statutory Policies Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
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	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

School profile (if any) And in all cases: • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report • Post-inspection action plan	Ofsted Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet Free 10p/sheet
Performance management policy and procedures adopted by the governing body.	Contact Us Town Farm Primary School (town-farm-surrey.uk)	Free

Performance data or a direct link to it	Town Farm Primary School & Nursery - GOV.UK - Find and compare schools in England (compare-school-performance.service.gov.uk) Progress & Attainment Data Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free Free 10p/sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact Us Town Farm Primary School (town-farm-surrey.uk)	Free
Safeguarding and child protection	Safeguarding Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Contact Us Town Farm Primary School (town-farm-surrey.uk)	Free
Admissions policy/decisions (not individual admission decisions) – where applicable	Statutory Policies Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
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).	Contact Us Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	Statutory Policies Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Data Protection Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

Charging regimes and policies. 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Charging and Remissions Policy Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Contact Us Town Farm Primary School (town-farm-surrey.uk) some information may only be available by inspection)	Free
Curriculum circulars and statutory instruments	Contact Us Town Farm Primary School (town-farm-surrey.uk)	Free

Disclosure logs	Contact Us Town Farm Primary School (town-farm-surrey.uk)	Free
Asset register	Contact Us Town Farm Primary School (town-farm-surrey.uk)	Free
Any information the school is currently legally required to hold in publicly available registers	Contact Us Town Farm Primary School (town-farm-surrey.uk)	Free
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	Home Town Farm Primary School (town-farm-surrey.uk) some information may only be available by inspection)	Free
Extra-curricular activities	Charging and Remissions Policy Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet

Out of school clubs	Charging and Remissions Policy Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Not Applicable	
School publications, leaflets, books and newsletters	Parents & Carers Town Farm Primary School (town-farm-surrey.uk) Hard Copy Contact the school office	Free 10p/sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Home Town Farm Primary School (town-farm-surrey.uk)	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1.5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 3p per sheet (colour)	Actual cost
	Postage 65p up to 100G 88p large letter up to 100g £1.40p large letter up to 250g	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	7.5p processing charge	In accordance with the relevant legislation (quote the actual statute)
Other	Paper 1p	Per sheet of paper

* the actual cost incurred by the school