

Freedom of Information - Guide to information available from Delamere School under the model publication scheme

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Information to be published.	How the information can be obtained	Cost
Class one: Who we are and what we do - organisational information, structures and contacts (current information only)		
Who's who in the school	Website: https://www.delamere.trafford.sch.uk/the-team/39.html Hard Copy: available on request – contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website: https://www.delamere.trafford.sch.uk/meet-our-governors2/594.html Hard Copy: available on request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Website: https://www.delamere.trafford.sch.uk/governors-code-of-conduct/574.html Hard Copy: available on request – contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://www.delamere.trafford.sch.uk/contact-us3/583.html Hard Copy: available on request – contact school	Free 5p per page

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Information to be published.	How the information can be obtained	Cost
School prospectus (if any)	Website: https://www.delamere.trafford.sch.uk Hard Copy: available on request – contact school	Free
Staffing structure	Website: https://www.delamere.trafford.sch.uk/staffing-structure/511.htm Hard Copy: available on request – contact school	Free 5p per page
School session times and term dates	Website: https://www.delamere.trafford.sch.uk/school-term-and-holiday-dates/90.html Hard Copy: available on request – contact school	Free 5p per page
Address of school and contact details, including email address.	Website: https://www.delamere.trafford.sch.uk/contact-us3/583.html Hard Copy: available on request – contact school	Free 5p per page

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Information to be published.	How the information can be obtained	Cost
<p>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)</p> <p>Current and previous financial year as a minimum (hard copy and/or website)</p>		
Annual budget plan and financial statements	Hard copy: available upon request - contact school	5p per page
Capital funding	Hard copy: available upon request - contact school	5p per page
Financial audit reports	Hard copy: available upon request - contact school	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: available upon request - contact school	5p per page
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).	Hard copy: available upon request - contact school	5p per page
Pay policy	Hard copy: available upon request - contact school	5p per page

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Information to be published.	How the information can be obtained	Cost
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.	Hard copy: available upon request - contact school	5p per page
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.	Hard copy: available upon request - contact school	5p per page
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	5p per page

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Information to be published.	How the information can be obtained	Cost
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 (hard copy or website)		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> - Summary - Full report 	Website: https://www.compare-school-performance.service.gov.uk/school/106394/delamere-school Hard copy: available on request Website: https://www.delamere.trafford.sch.uk/publications/54.html Hard copy: available on request	Free 5p per page Free 5p per page
Performance management policy and procedures adopted by the governing body.	Hard copy: available on request	5p per 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	Website: https://www.delamere.trafford.sch.uk/publications/54.html Hard copy: available on request	Free 5p per page

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Information to be published.	How the information can be obtained	Cost
Safeguarding and child protection	Website: https://www.delamere.trafford.sch.uk/safeguarding-and-privacy/45.html Hard copy: available on request	Free 5p per page
Class 4 – How we make decisions - Decision making processes and records of decisions (current and previous three years as a minimum)		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: https://www.delamere.trafford.sch.uk/safeguarding-and-privacy/45.html Hard copy: available on request	Free 5p per page
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).	Hard copy: available on request	5p per page

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Information to be published.	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (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. 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. (hard copy or website)</p>		
<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) 	<p>Website: https://www.delamere.trafford.sch.uk/policies/55.html</p> <p>Hard copy: available on request</p>	<p>Free</p> <p>5p per page</p>
<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>	<p>Website: https://www.delamere.trafford.sch.uk/policies/55.html</p> <p>Hard copy: available on request</p>	<p>Free</p> <p>5p per page</p>

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Information to be published.	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register). (hard copy or website; some information may only be available by inspection)		
Curriculum circulars and statutory instruments	Website: https://www.delamere.trafford.sch.uk/curriculum/67.html Hard copy: available on request	Free 5p per page
Disclosure logs	Inspection only – contact school	
Asset register	Inspection only – contact school	
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	

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Information to be published.	How the information can be obtained	Cost
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 (hard copy or website; some information may only be available by inspection)		
Extra-curricular activities	Contact School	
Out of school clubs	Contact school	
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.delamere.trafford.sch.uk/policies/55.html Hard copy: available on request	Free 5p per page
School publications, leaflets, books and newsletters	Website: https://www.delamere.trafford.sch.uk/ Hard copy: available on request	Free 5p per page
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing (colour)	Not available
	Postage – as per Royal Mail current postage cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	