

Impington Village College's Publication scheme under the Freedom of Information Act 2000

Guide to information available from Impington Village College under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	
Instrument of Government	On request from Clerk to the Governing Body
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	On request from College
School prospectus	Website
Annual Report	N/A
Staffing structure	On request from Principal's PA
School session times and term dates	Website

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<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</p>	(hard copy and/or website)
Annual budget plan and financial statements	DFE/Companies House
Capitalised funding	DFE/Companies House
Additional funding	DFE/Companies House
Procurement and projects	Upon request from VP Business & Administration
Pay policy	On request from Principal's PA
Staffing and grading structure	On request from Principal's PA
Governors' allowances	On request from Clerk to the Governing Body
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)
<p>School profile</p> <ul style="list-style-type: none"> Government supplied performance data 	DFE website

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<ul style="list-style-type: none"> The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	
Performance management policy and procedures adopted by the governing body.	Upon request from the Clerk to the Governing Body
Schools future plans	On request from Clerk to the Governing Body
Every Child Matters – policies and procedures	Upon request from the Clerk to the Governing Body
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Upon request from the Clerk to the Governing Body
Agendas of meetings of the governing body and (if held) its sub-committees	On request from Clerk to the Governing Body
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	On request from Clerk to the Governing Body

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>
<p>School policies including:</p> <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 	<p>On request from Principal's PA</p>
<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 • Collective worship • Careers education • Pupil discipline 	<p>On request from Principal's PA</p>

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Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	On request from Clerk to the Governing Body
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.	On request from Clerk to the Governing Body
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	On request from Clerk to the Governing Body
Disclosure logs	N/A
Asset register	On request from Clerk to the Governing Body
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request from Clerk to the Governing Body

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	On request from Clerk to the Governing Body
Out of school clubs	On request from Clerk to the Governing Body
School publications	On request from Clerk to the Governing Body
Services for which the school is entitled to recover a fee, together with those fees	On request from Clerk to the Governing Body
Leaflets books and newsletters	Upon request/Website
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	

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Contact details:

Clerk to the Governing Body or Principal's PA
Impington Village College
New Road
Impington
Cambridge
CB24 9LX

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 @10p per sheet (black & white)	Actual cost *
	Photocopying/printing @40p per sheet (colour)	Actual cost
	Electronic copies – Free	Nil cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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Requests where the cost of compliance exceeds the appropriate limit

Section 12 of the FOIA allows a public authority to refuse to deal with a request where it estimates that it would exceed the appropriate limit to either comply with the request in its entirety or confirm or deny whether the requested information is held.

Regulation 3 of the Fees Regulations states that the appropriate limit for central government is £600 and for all other public authorities £450

Regulation 4(3) of the Fees Regulations states that all public authorities should calculate the time spent on the permitted activities at the flat rate of £25 per person, per hour.

This means that the appropriate limit will be exceeded if it would require more than 24 hours work for central government, legislative bodies and the armed forces and 18 hours work for all other public authorities.

Impington Village College will therefore limit its activity in dealing with responses to 18 hours as a public authority

* the actual cost incurred by the public authority