



---

**GATTEN & LAKE PRIMARY SCHOOL**

**Freedom of  
Information  
Publication  
Scheme**

---

Approved by Governing Body: 10.05.2021  
Review date: May 2022

Signed

Signed

Headteacher

Chair

Date:

Date:

# Gatten & Lake Primary School

## Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Current organisational information, structures, locations and contacts.	(Hard Copy or Website)	Per sheet
Who's who in the school	School prospectus on website	Free
Who's who on the governing body and the basis of their appointment	Hard Copy Website Public Minute File in School Office, view only	10p Free Free
Instrument of Government	Hard Copy Website Public Minute file in School Office, view only	10p Free Free
Contact details for the Head teacher and for the governing body	Head teacher: Rebecca Day Email address: admin@gattenlakepri.iow.sch.uk Tel. 01983 869910 Governors. Via Clerk: Andy Creed Tel. 01983 869910 Email: clerk@gattenlakepri.iow.sch.uk	
School prospectus	Hard Copy available from School office Website	Free Free
Annual Report	Not Applicable	
Staffing structure	Via school prospectus on website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address	Website	Free
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year.	(Hard Copy or Website)	Per sheet
Annual budget plan and financial statements	Hard Copy	10p
Capital funding	Hard Copy	10p
Financial audit reports	Hard Copy	10p
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	10p
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	Hard Copy	10p
Pay policy	Website Hard Copy	Free 10p
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members whose basic actual salary is at least £60,000 per annum by reference to categories.	Hard Copy	10p
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	10p

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy	10p
<b>Class 3 – What our priorities are and how we are doing</b> Current strategies and plans, performance indicators, audits, inspections and reviews.	(Hard Copy or Website)	Per sheet
<ul style="list-style-type: none"> <li>Performance data supplied to the Government</li> <li>The latest Ofsted report (Summary or full report)</li> <li>Post-inspection action plan</li> </ul>	Website link to DfE data Website link to Ofsted data Hard Copy	Free Free 10p
Performance management policy and procedures adopted by the governing body.	Hard Copy Policy File in School Office, view only	10p Free
Performance data or direct link to it	Website Hard Copy	Free 10p
Schools future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Hard Copy	10p
Safeguarding and child protection	Hard Copy Website Policy File in School Office, view only	10p Free Free
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions for the current and previous three years.	(Hard Copy or Website)	Per sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Website Hard Copy	Free 10p
Agendas and minutes of meetings of the governing body and its sub-committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy Public Minutes File in School Office, view only	10p Free
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities, including policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.	(Hard Copy or website)	Per sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> <li>Data protection (incl information sharing policies)</li> </ul>	Hard Copy Website Policy File in School office, view only	10p Free Free
Charging regimes and policies.  This includes details of any statutory charging regimes.	Hard Copy Website Policy File in School Office, view only	10p Free Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)	Hard Copy Website (some information may only be available by inspection)	10p Free
Curriculum circulars and statutory instruments	Website	Free
Disclosure logs	Hard Copy	10p
Asset register	Hard Copy	10p
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	10p
<b>Class 7 – The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Hard copy or website; some information may only be available by inspection	Per sheet
Extra-curricular activities	Not Applicable	
Out of school clubs	Hard Copy Website	10p Free

School publications, leaflets, books and newsletters	Website e-copy	Free Free
Services for which the school is entitled to recover a fee, together with those fees.	Hard Copy	10p
<b>Additional Information</b>  SEND Offer Pupil Premium Information Sports Premium Information Curriculum Information  School Website: gattenandlake.co.uk	Website	Free

#### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 0.004p*
	Photocopying/printing @ 20p per sheet (colour)	Actual cost 0.03p*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation