

Freedom of Information Schedule – Published Guide to Information

Information	How the information can be obtained	Cost
Class 1: Who we are and what we do (organisational information and contacts)		
Who's who in the school	Website: https://fairfields.northants.sch.uk/our-school/our-staff Hard copy: available upon request – contact school	Free 5p per page
Who's who on the governing body and basis of appointment	Website: https://fairfields.northants.sch.uk/community/our-governors Hard copy: available upon request – contact school	Free 5p per page
Instrument of Government	Website: https://fairfields.northants.sch.uk/files/284/Instrument-of-Governance/870/Instrument-of-Governance.pdf Hard copy: available upon request – contact school	Free 5p per page
Contact details for Headteacher and governing body via the school	Website: https://fairfields.northants.sch.uk/single-contact Hard copy: available upon request – contact school	Free 5p per page
Staffing structure	Website: https://fairfields.northants.sch.uk/our-school/our-staff Hard copy: available upon request – contact school	Free 5p per page
School session times and term dates	Website: https://fairfields.northants.sch.uk/parents-carers/school-day Hard copy: available upon request – contact school	Free 5p per page
Address of the school and contact details including email address	Website: https://fairfields.northants.sch.uk/single-contact Hard copy: available upon request – contact school	Free 5p per page
Class 2: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and audit)		
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 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	Hard copy: available upon request – contact school	5p per page
Pay policy	Hard copy: available upon request – contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members 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 in bands of £10k for 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
Class 3: What our priorities are and how we are doing (strategies and plans, performance indicators, audits and inspections)		
School Profile – performance data supplied by the government, latest Ofsted report, post-inspection action plans	Website: https://fairfields.northants.sch.uk/our-school/pupil-performance-information	Free
	Website: https://www.compare-school-performance.service.gov.uk/school/122160/fairfields-school/primary	Free
	Website: https://reports.ofsted.gov.uk/provider/25/122160	Free
	Hard copy: available upon request – contact school	5p per page
Performance management policy and procedures adopted by governing body	Hard copy: available upon request – contact school	5p per page
Performance data or a direct link to it	Website: https://fairfields.northants.sch.uk/our-school/pupil-performance-information	Free
	Hard copy: available upon request – contact school	5p per page
The school's future plans: for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request – contact school	5p per page

Safeguarding and child protection	Website: https://fairfields.northants.sch.uk/our-school/safeguarding Hard copy: available upon request – contact school	Free 5p per page
Class 4: How we make decisions (decision making processes and records of decision)		
Admissions policy/decisions	Website: https://fairfields.northants.sch.uk/our-school/admissions Hard copy: available upon request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (this will exclude information that is properly regarded as private to the meeting)	Hard copy: available upon request – contact school	5p per page
Class 5: Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies: information security, records retention, data protection	Website: https://fairfields.northants.sch.uk/our-school/gdpr-privacy Hard copy: available upon request – contact school	Free 5p per page
Charging regimes and policies	Website: https://fairfields.northants.sch.uk/our-school/policy-documents Hard copy: available upon request – contact school	Free 5p per page
Equality and diversity – to include policies, schemes, statements, procedures and guidelines relating to equal opportunities	Website: https://fairfields.northants.sch.uk/our-school/policy-documents Hard copy: available upon request – contact school	Free 5p per page
Class 6: List and registers		
Curriculum circulars and statutory instruments	Website: https://fairfields.northants.sch.uk/our-school/the-curriculum Hard copy: available upon request – contact school	Free 5p per page
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
Class 7: The services we offer (including leaflets, guidance and newsletters)		
Extra-curricular activities	Website: https://fairfields.northants.sch.uk/community/enrichment Hard copy: available upon request – contact school	Free 5p per page

Out of school clubs	Website: https://fairfields.northants.sch.uk/pupils/after-school-and-holiday-clubs Hard copy: available upon request – contact school	Free 5p per page
Services for which the school is entitled to recover a fee, together with the fees	Website: https://fairfields.northants.sch.uk/files/98/Policy-Documents/819/Charging-and-Remission-Income-Policy-2021.pdf Hard copy: available upon request – contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website: https://fairfields.northants.sch.uk/ Website: https://fairfields.northants.sch.uk/parents-carers/school-news Hard copy: available upon request – contact school	Free 5p per page

Schedule of Charges

Type of Charge	Description	Basis of Charge	Charge
Disbursement Costs	Photocopying/Printing @ pence per sheet (Black and White)	Actual Cost [^]	5 pence per page
	Photocopying/Printing @ pence per sheet (Colour)	Actual Cost [^]	Not available
	Postage	Actual Cost of Royal Mail Standard 2 nd Class	56 pence
Statutory Fee	In accordance with relevant legislation		Not applicable

[^]the actual costs incurred by the public authority