



## Freedom of Information Publication Scheme Tatworth Primary School

### Who we are and what we do

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the governing board of governors and the basis of their appointment	School website <a href="https://www.tatworth.somerset.sch.uk/about-us/governing-body/">https://www.tatworth.somerset.sch.uk/about-us/governing-body/</a>	Information freely available on school website
Instrument of Government/Articles of Association	School website <a href="https://www.tatworth.somerset.sch.uk/about-us/governing-body/">https://www.tatworth.somerset.sch.uk/about-us/governing-body/</a>	Information freely available on school website
Contact details for the key personnel including Head teacher and for the governing body, via the school office.	School Office Telephone Number: 01460 220565  School website <a href="https://www.tatworth.somerset.sch.uk/contact-us/key-staff/">https://www.tatworth.somerset.sch.uk/contact-us/key-staff/</a>	Information freely available on school website
Annual Report	School website: <a href="https://www.tatworth.somerset.sch.uk/about-us/governing-body/">https://www.tatworth.somerset.sch.uk/about-us/governing-body/</a>	Information freely available on school website
Staffing structure	School website: <a href="https://www.tatworth.somerset.sch.uk/about-us/staff/">https://www.tatworth.somerset.sch.uk/about-us/staff/</a>	Information freely available on school website
School session times and term dates	School website: <a href="https://www.tatworth.somerset.sch.uk/parent-information/school-day/">https://www.tatworth.somerset.sch.uk/parent-information/school-day/</a>  <a href="https://www.tatworth.somerset.sch.uk/news-events/term-dates/">https://www.tatworth.somerset.sch.uk/news-events/term-dates/</a>	Information freely available on school website
Address of school and contact details, including email address.	School website: <a href="https://www.tatworth.somerset.sch.uk/contact-us/">https://www.tatworth.somerset.sch.uk/contact-us/</a>	Information freely available on school website

# Freedom of Information

## Guide to information available from Tatworth Primary School under the model publication scheme

### What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Capital funding	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Financial audit reports	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
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 the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Pay policy	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
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 the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
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 the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Directors Allowances Policy is available on the school website: <a href="https://www.tatworth.somerset.sch.uk/about-us/governing-body/">https://www.tatworth.somerset.sch.uk/about-us/governing-body/</a>  For details of payments made, please contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	Free of charge  POA

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## Guide to information available from Tatworth Primary School under the model publication scheme

### What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied by the government, or a direct link to the data</li> <li>• The latest Ofsted               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Performance data: <a href="https://www.compare-school-performance.service.gov.uk/school/137175/tatworth-primary-school/primary">https://www.compare-school-performance.service.gov.uk/school/137175/tatworth-primary-school/primary</a>  Ofsted Report: <a href="https://reports.ofsted.gov.uk/provider/21/137175">https://reports.ofsted.gov.uk/provider/21/137175</a>  School Development Plan: <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a>	Information freely available on websites
Performance management policy and procedures adopted by the governing body.	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
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 the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Safeguarding and child protection policies	School website: <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a>	Information freely available on school website

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### How we make decisions

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	School website:  <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a>	Information freely available on school website
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).	Clerk to the Board of Directors via the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA

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### Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	School website:  <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a>	Information freely available on school website
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Data protection (including information sharing policies)</li> <li>• Records retention, destruction and archive policies</li> </ul>	School website:  <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a>  For record retention please contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	Information freely available on school website
Equality and diversity policies	School website:  <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a>	Information freely available on school website
Policies and procedures for the recruitment of staff	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Charging regimes and policies.	Charging and Remissions Policy: <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a>  Breakfast Club/Stay and Play: <a href="https://www.tatworth.somerset.sch.uk/parent-information/extended-school/">https://www.tatworth.somerset.sch.uk/parent-information/extended-school/</a>  After School Clubs: <a href="https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/">https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/</a>	Information freely available on school website

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## Guide to information available from Tatworth Primary School under the model publication scheme

### Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	<p>School website:  <a href="https://www.tatworth.somerset.sch.uk/curriculum/">https://www.tatworth.somerset.sch.uk/curriculum/</a></p> <p>Curriculum Newsletters:  <a href="https://www.tatworth.somerset.sch.uk/curriculum/curriculum-newsletters/">https://www.tatworth.somerset.sch.uk/curriculum/curriculum-newsletters/</a></p> <p>Statutory Policies:  <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a></p>	Information freely available on school website
Disclosure logs	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Asset register	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA
Any information the school is currently legally required to hold in publicly available registers	Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	POA

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### The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	School website: <a href="https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/">https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/</a>	Information freely available on school website
Out of school clubs	School website: <a href="https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/">https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/</a>	Information freely available on school website
Services for which the school is entitled to recover a fee, together with those fees	Charging and Remissions Policy: <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a>  Breakfast Club/Stay and Play: <a href="https://www.tatworth.somerset.sch.uk/parent-information/extended-school/">https://www.tatworth.somerset.sch.uk/parent-information/extended-school/</a>  After School Clubs: <a href="https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/">https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/</a>	Information freely available on school website
School publications, leaflets, books and newsletters	Newsletters: <a href="https://www.tatworth.somerset.sch.uk/news-events/newsletters/">https://www.tatworth.somerset.sch.uk/news-events/newsletters/</a>  Letters/Information to Parents: <a href="https://www.tatworth.somerset.sch.uk/news-events/letters-info-to-parents/">https://www.tatworth.somerset.sch.uk/news-events/letters-info-to-parents/</a>  Other publications please contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)	Information freely available on school website          POA

# Freedom of Information

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<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Charging and Remissions Policy:  <a href="https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/">https://www.tatworth.somerset.sch.uk/parent-information/policies-and-documents/</a></p> <p>Breakfast Club/Stay and Play:  <a href="https://www.tatworth.somerset.sch.uk/parent-information/extended-school/">https://www.tatworth.somerset.sch.uk/parent-information/extended-school/</a></p> <p>After School Clubs:  <a href="https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/">https://www.tatworth.somerset.sch.uk/curriculum/extra-curricular-activities/</a></p>	<p>Information freely available on school website</p>
<p><b>Additional Information</b>          For any other information not covered above.</p>	<p>Contact the school office (01460 220565) or enquire via the school email address (Tatworth@educ.somerset.gov.uk)</p>	<p>POA</p>



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## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ .21p per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.1p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		Actual cost