



## Freedom of Information

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

For charges please see below.

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	<a href="http://www.sheenmount.richmond.sch.uk/Welcome">http://www.sheenmount.richmond.sch.uk/Welcome</a>
Who’s who in the school	<a href="http://www.sheenmount.richmond.sch.uk/Staff">http://www.sheenmount.richmond.sch.uk/Staff</a>
Who’s who on the governing body / board of governors and the basis of their appointment	<a href="http://www.sheenmount.richmond.sch.uk/Meet-us">http://www.sheenmount.richmond.sch.uk/Meet-us</a>
Instrument of Government / Articles of Association	<a href="http://www.sheenmount.richmond.sch.uk/What-we-do">http://www.sheenmount.richmond.sch.uk/What-we-do</a>
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<a href="http://www.sheenmount.richmond.sch.uk/Contact-Details">http://www.sheenmount.richmond.sch.uk/Contact-Details</a>
School prospectus (if any)	<a href="http://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/SheenMount/MainFolder/Prospectus/Sheen-Mount-Prospectus.pdf">http://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/SheenMount/MainFolder/Prospectus/Sheen-Mount-Prospectus.pdf</a>



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Annual Report (if any)	N/A
Staffing structure	Staff pay policy available on request
School session times and term dates	<a href="http://www.sheenmount.richmond.sch.uk/Term-Dates">http://www.sheenmount.richmond.sch.uk/Term-Dates</a>
Address of school and contact details, including email address.	<a href="http://www.sheenmount.richmond.sch.uk/contact-us">http://www.sheenmount.richmond.sch.uk/contact-us</a>
<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)  Current and previous financial year as a minimum	Available for each maintained school on: <a href="https://schools-financial-benchmarking.service.gov.uk/">https://schools-financial-benchmarking.service.gov.uk/</a>
Annual budget plan and financial statements	See governor meeting reports : <a href="http://www.sheenmount.richmond.sch.uk/What-we-do">http://www.sheenmount.richmond.sch.uk/What-we-do</a> , left column
Capital funding	See governor meeting reports : <a href="http://www.sheenmount.richmond.sch.uk/What-we-do">http://www.sheenmount.richmond.sch.uk/What-we-do</a> , left column
Financial audit reports	Not currently available



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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on request from the school office
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).	Available on request from the school office
Pay policy	Available on request from the school office
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.	Available on request from the school office
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.	Available on request from the school office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governor expense policy and payment history available on request
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website) School development plan available on request from the school office, Academic results available on the website:



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	<p><a href="http://www.sheenmount.richmond.sch.uk/Academic-Results">http://www.sheenmount.richmond.sch.uk/Academic-Results</a> OFSTED report: <a href="http://www.sheenmount.richmond.sch.uk/Ofsted">http://www.sheenmount.richmond.sch.uk/Ofsted</a></p>
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p><a href="http://www.sheenmount.richmond.sch.uk/about-us">http://www.sheenmount.richmond.sch.uk/about-us</a> and sub-sections</p> <p><a href="http://www.sheenmount.richmond.sch.uk/Academic-Results">http://www.sheenmount.richmond.sch.uk/Academic-Results</a></p> <p>OFSTED report: <a href="http://www.sheenmount.richmond.sch.uk/Ofsted">http://www.sheenmount.richmond.sch.uk/Ofsted</a></p> <p>N/A</p>
Performance management policy and procedures adopted by the governing body.	<a href="http://www.sheenmount.richmond.sch.uk/What-we-do">http://www.sheenmount.richmond.sch.uk/What-we-do</a>
Performance data or a direct link to it	<a href="https://www.compare-school-performance.service.gov.uk/school/102897/sheen-mount-primary-school/primary">https://www.compare-school-performance.service.gov.uk/school/102897/sheen-mount-primary-school/primary</a>



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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School development plan available on request
Safeguarding and child protection	<a href="http://www.sheenmount.richmond.sch.uk/policies">http://www.sheenmount.richmond.sch.uk/policies</a>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)  <a href="http://www.sheenmount.richmond.sch.uk/What-we-do">http://www.sheenmount.richmond.sch.uk/What-we-do</a>
Admissions policy/decisions (not individual admission decisions) – where applicable	<a href="http://www.sheenmount.richmond.sch.uk/Admissions">http://www.sheenmount.richmond.sch.uk/Admissions</a> and admissions policy on <a href="http://www.sheenmount.richmond.sch.uk/policies">http://www.sheenmount.richmond.sch.uk/policies</a>
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).	<a href="http://www.sheenmount.richmond.sch.uk/What-we-do">http://www.sheenmount.richmond.sch.uk/What-we-do</a> Left side column
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  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	(hard copy or website)  <a href="http://www.sheenmount.richmond.sch.uk/policies">http://www.sheenmount.richmond.sch.uk/policies</a>



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<p>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.</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p><a href="http://www.sheenmount.richmond.sch.uk/policies">http://www.sheenmount.richmond.sch.uk/policies</a></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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p><a href="http://www.sheenmount.richmond.sch.uk/policies">http://www.sheenmount.richmond.sch.uk/policies</a></p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p><a href="http://www.sheenmount.richmond.sch.uk/What-we-do">http://www.sheenmount.richmond.sch.uk/What-we-do</a> - left column. Else available on request – possibly by inspection only.</p>



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Curriculum circulars and statutory instruments	<a href="http://www.sheenmount.richmond.sch.uk/learning">http://www.sheenmount.richmond.sch.uk/learning</a>
Disclosure logs	Available on request from the school office
Asset register	Some elements available on request from the school office
Any information the school is currently legally required to hold in publicly available registers	Available on request from the school office
<b>Class 7 – The services we offer</b> (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) <a href="http://www.sheenmount.richmond.sch.uk/Newsletters">http://www.sheenmount.richmond.sch.uk/Newsletters</a>
Extra-curricular activities	<a href="http://www.sheenmount.richmond.sch.uk/clubs">http://www.sheenmount.richmond.sch.uk/clubs</a>
Out of school clubs	<a href="http://www.sheenmount.richmond.sch.uk/clubs">http://www.sheenmount.richmond.sch.uk/clubs</a>
Services for which the school is entitled to recover a fee, together with those fees	See charges and remissions policy, <a href="http://www.sheenmount.richmond.sch.uk/policies">http://www.sheenmount.richmond.sch.uk/policies</a>
School publications, leaflets, books and newsletters	<a href="http://www.sheenmount.richmond.sch.uk/Newsletters">http://www.sheenmount.richmond.sch.uk/Newsletters</a> ; <a href="http://www.sheenmount.richmond.sch.uk/aadmissions">www.sheenmount.richmond.sch.uk/aadmissions</a> (scroll down to prospectus)



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<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	<p>See website (e.g. pupil premium report, SEN report, sports premium report). Other information may be available from the school office on request.</p>
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#### REQUESTING INFORMATION

The school aims to put as much information as possible online, so if you are looking for information please consult the school website: <http://www.sheenmount.richmond.sch.uk>. If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, email or letter. If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:

**Email: [info@sheenmount.richmond.sch.uk](mailto:info@sheenmount.richmond.sch.uk) Tel: 020 8878 8394. Address: West Temple Sheen, London SW14 7RT.**

#### SCHEDULE OF CHARGES

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

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

If a parent/carer requests a paper copy of the information on our website, we will provide this free of charge. If other provision of information incurs significant costs, or if help is needed to provide information in another format, we will discuss charges [including printing, postage and a possible administration fee], before fulfilling the request





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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Administration fee</b>	Large requests involving a lot of copies or a significant amount of research time may incur a £20 administration fee	In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the school