

**Freedom of Information Schedule – Published Guide to Information**

Information	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do (organisational information and contacts)</b>		
Who's who in the school	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/our-staff">https://fairfields.northants.sch.uk/our-school/our-staff</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Who's who on the governing body and basis of appointment	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/community/our-governors">https://fairfields.northants.sch.uk/community/our-governors</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Instrument of Government	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/files/284/Instrument-of-Governance/870/Instrument-of-Governance.pdf">https://fairfields.northants.sch.uk/files/284/Instrument-of-Governance/870/Instrument-of-Governance.pdf</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Contact details for Headteacher and governing body via the school	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/single-contact">https://fairfields.northants.sch.uk/single-contact</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Staffing structure	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/our-staff">https://fairfields.northants.sch.uk/our-school/our-staff</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
School session times and term dates	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/parents-carers/school-day">https://fairfields.northants.sch.uk/parents-carers/school-day</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Address of the school and contact details including email address	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/single-contact">https://fairfields.northants.sch.uk/single-contact</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
<b>Class 2: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and audit)</b>		
Annual budget plan and financial statements	<b>Hard copy:</b> available upon request – contact school	5p per page
Capital funding	<b>Hard copy:</b> available upon request – contact school	5p per page
Financial Audit Reports	<b>Hard copy:</b> 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	<b>Hard copy:</b> 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	<b>Hard copy:</b> available upon request – contact school	5p per page
Pay policy	<b>Hard copy:</b> 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	<b>Hard copy:</b> 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.	<b>Hard copy:</b> 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	<b>Hard copy:</b> available upon request – contact school	5p per page
<b>Class 3: What our priorities are and how we are doing (strategies and plans, performance indicators, audits and inspections)</b>		
School Profile – performance data supplied by the government, latest Ofsted report, post-inspection action plans	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/pupil-performance-information">https://fairfields.northants.sch.uk/our-school/pupil-performance-information</a>	Free
	<b>Website:</b> <a href="https://www.compare-school-performance.service.gov.uk/school/122160/fairfields-school/primary">https://www.compare-school-performance.service.gov.uk/school/122160/fairfields-school/primary</a>	Free
	<b>Website:</b> <a href="https://reports.ofsted.gov.uk/provider/25/122160">https://reports.ofsted.gov.uk/provider/25/122160</a>	Free
	<b>Hard copy:</b> available upon request – contact school	5p per page
Performance management policy and procedures adopted by governing body	<b>Hard copy:</b> available upon request – contact school	5p per page
Performance data or a direct link to it	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/pupil-performance-information">https://fairfields.northants.sch.uk/our-school/pupil-performance-information</a>	Free
	<b>Hard copy:</b> 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	<b>Hard copy:</b> available upon request – contact school	5p per page
Safeguarding and child protection	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/safeguarding">https://fairfields.northants.sch.uk/our-school/safeguarding</a>	Free

	<b>Hard copy:</b> available upon request – contact school	5p per page
<b>Class 4: How we make decisions (decision making processes and records of decision)</b>		
Admissions policy/decisions	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/admissions">https://fairfields.northants.sch.uk/our-school/admissions</a> <b>Hard copy:</b> 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)	<b>Hard copy:</b> available upon request – contact school	5p per page
<b>Class 5: Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</b>		
Records management and personal data policies: information security, records retention, data protection	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/gdpr-privacy">https://fairfields.northants.sch.uk/our-school/gdpr-privacy</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Charging regimes and policies	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/policy-documents">https://fairfields.northants.sch.uk/our-school/policy-documents</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Equality and diversity – to include policies, schemes, statements, procedures and guidelines relating to equal opportunities	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/policy-documents">https://fairfields.northants.sch.uk/our-school/policy-documents</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
<b>Class 6: List and registers</b>		
Curriculum circulars and statutory instruments	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/our-school/the-curriculum">https://fairfields.northants.sch.uk/our-school/the-curriculum</a> <b>Hard copy:</b> 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
<b>Class 7: The services we offer (including leaflets, guidance and newsletters)</b>		
Extra-curricular activities	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/community/enrichment">https://fairfields.northants.sch.uk/community/enrichment</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Out of school clubs	<b>Website:</b> <a href="https://fairfields.northants.sch.uk/pupils/after-school-and-holiday-clubs">https://fairfields.northants.sch.uk/pupils/after-school-and-holiday-clubs</a>	Free 5p per page

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

#### Schedule of Charges

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

<sup>^</sup>the actual costs incurred by the public authority