

Freedom of Information Act 2000

Guide to information available from West Dartmoor Federation Lady Modiford's and Meavy Primary Schools.

**Lady Modiford's C of E
Primary School**

Tel:- 01822 853277

Fax: - 01822 855632

**Meavy C of E Primary
School**

Tel:- 01822 853270

Fax:- 01822 853270

Information Published	Where to find information
Who we are and what we do (Organisational information, structures, locations and contacts)	School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/
Who's who in the school	School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/
Who's who on the governing body / board of governors and the basis of their appointment	Federation Website http://www.westdartmoor.org.uk/general-documents/
Instrument of Government / Articles of Association	Available from the Meavy school office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School and Federation Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/ http://www.westdartmoor.org.uk/general-documents/
School prospectus (if any)	N/A
Annual Report	School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/
Staffing structure	School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/
School session times and term dates	School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/
Address of school and contact details,	School Websites

Information Published	Where to find information
including email address.	http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum	Pupil Premium and PE Sports Funding – School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/ DfE Website – Previous year's finances http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=113480&superview=pri (Single budget federation – Meavy Finance Hub school)
Annual budget plan and financial statements	School Offices
Capital funding	The Diocese of Exeter http://www.exeter.anglican.org/
Financial audit reports	School Offices
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	School Offices
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).	School Offices
Pay policy	School Offices
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.	School Offices Devon County Council Payroll Team
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.	School Offices Devon County Council Payroll Team (Support Staff) Teachers Pay Policy (Teachers)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School Offices

Information Published	Where to find information
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	<p>Strategic School Improvement Plans – available from the school offices Performance – DfE website http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=113480&superview=pri http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=113481&superview=pri</p>
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/ Paper copy available from the school offices http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=113481&superview=pri http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=113480&superview=pri</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>School Offices</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/ Paper copy available from the school office</p>
<p>Safeguarding and child protection</p>	<p>Federation Website http://www.westdartmoor.org.uk/policies/ Paper copy available from the school office</p>
<p>How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	<p>For further information refer to:</p> <ul style="list-style-type: none"> • Governors Minutes – Website http://www.westdartmoor.org.uk/general-documents/ or School Office • Finance Policy – School Offices
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Federation Website http://www.westdartmoor.org.uk/policies/ Paper copy available from the school offices</p>
<p>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).</p>	<p>Federation Website http://www.westdartmoor.org.uk/general-documents/ Paper copy available from the school office</p>

Information Published	Where to find information
<p>Our policies and procedures (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 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>School and Federation Websites http://www.ladymodifords.devon.sch.uk/documents-1/lady-modifords-documents http://www.ladymodifords.devon.sch.uk/documents-1/meavys-documents http://www.ladymodifords.devon.sch.uk/documents-1/federation-documents http://www.westdartmoor.org.uk/policies/</p> <p>Paper copies available from the school offices</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>School Offices</p>
<p>Charging regimes and policies. 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. 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>Federation website:- http://www.westdartmoor.org.uk/wp-content/uploads/2016/01/05-Charging-Remissions-Policy-Jan-2016.pdf</p> <p>Paper copies available from the school office.</p>
<p>Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>School Offices – Inspection only</p>

Information Published	Where to find information
Curriculum circulars and statutory instruments	School Offices
Disclosure logs	School Offices – Inspection Only
Asset register	School Offices – Inspection Only
Any information the school is currently legally required to hold in publicly available registers	School Offices
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/ Paper copies available from the school office
Extra-curricular activities	School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/ Paper copy available from the school office
Out of school clubs	School Websites http://www.ladymodifords.devon.sch.uk/out-of-school-clubs http://www.meavy.devon.sch.uk/out-of-school-clubs Paper copy available from the school office
Services for which the school is entitled to recover a fee, together with those fees Services include: Extra-curricular activities, Out of School Clubs, School publications.	School Websites http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/ Paper copy available from the school office
School publications, leaflets, books and newsletters	School Website http://www.ladymodifords.devon.sch.uk/ http://www.meavy.devon.sch.uk/ Paper copy available from the school office

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ p per sheet (black & white)	Actual cost £0.10p per A4 copy across the Federation
	Photocopying/printing @ p per sheet (colour)	Actual cost £0.20p per A4 copy across the Federation
	Postage	Royal Mail standard 2 nd class – at cost.
Statutory Fee		In accordance with the relevant legislation
Other	Hourly charge to prepare detailed information	Cost is dependent on the complexity of assembling the information. Price on application.