

Ysgol Llan-y-pwll -

Freedom of Information scheme - Details

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts (Current information only)	School website Hard copy	Free 10p per page
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	School website Hard copy	Free 10p per page
Head teacher's contact details	School website Hard copy	Free 10p per page
Who's who in the school/academy	Found in School prospectus: School website Hard copy	Free 10p per page
Who's who on the governing body / board of governors and selection criteria for appointment	Found in School prospectus: School website Hard copy	Free 10p per page
Governing body's contact details	Not held	

Instrument of Government / Articles of Association	Hard copy	10p per page
School prospectus	School website	Free
	Hard copy	10p per page
School session times and term dates	School website	Free
	Hard copy	10p per page
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	Revise when budget comes into effect in September 2022	
Annual budget and financial statements	Revise when budget comes into effect in September 2022	
Capital funding	Revise when budget comes into effect in September 2022	
Financial Audits reports	Revise when budget comes into effect in September 2022	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Revise when budget comes into effect in September 2022	
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Revise when budget comes into effect in September 2022	

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Revise when budget comes into effect in September 2022	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Revise when budget comes into effect in September 2022	
Procurement and contracts we have entered into	Revise when budget comes into effect in September 2022	
Details of any premiums we receive such as Pupil premium.	Revise when budget comes into effect in September 2022	
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews (Current information as a minimum_	From September 2022	
Annual Report	Not held	
Latest reports from regulators (Estyn - Summary - Full report - Post-inspection action plan	Not held	
Exam and assessment results	Not held	
Performance tables	Not held	
Careers programme information	Not held	
The school's future plans. Eg. proposals for and any	Not held	

consultation on the future of our school, such as a change in status.		
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous three years as a minimum)	(hard copy or website)	
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Not held	
Agendas and minutes of meetings of the governing body and its committees, unless an	Hard copy	

exemption applies to the information or parts of it.		
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>School website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per page</p>
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<p>School website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per page</p>
Safeguarding and child protection, including protecting children’s personal data	<p>School website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per page</p>
<p>Equality and Diversity</p> <p>(For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)</p>	Hard copy	10p per page
Policies and procedures relating to recruitment and human resources	Hard copy	10p per page
Special educational needs	<p>School website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per page</p>
	School website	Free

Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Hard copy	10p per page
Pay Policy	Hard copy	10p per page
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	School website Hard copy (Some not held yet)	Free 10p per page
Charging regimes and policies	School website Hard copy	Free 10p per page
(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	Not held	
Class 6 – Lists and Registers	Hard copy	10p per page

Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	School website Hard copy	Free 10p per page
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Not held	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Not held	
Asset register and Information Asset register	Not held	
Any information we are currently legally required to hold in publicly available registers		
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters	School website Hard copy	Free 10p per page

produced for the public and businesses		
Current information only		
Extra-curricular activities	Not held	
Out of school/academy clubs	Not held	
Services for which we are entitled to recover a fee, together with those fees	Not held	
Requests for paper copies of information		
Our publications, leaflets, books and newsletters	School website Hard copy	Free Free
Additional Information		
Any information that is not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost ?
	Photocopying @ 15p per sheet (colour)	Actual cost ?
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred