

Freedom of Information

Information available from South Somerset Partnership School under the model publication scheme

This template 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
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations, and contacts</p> <p>Current information only</p>	From SSPS directly or via our website	£0
Contact details for the School, postal and email address (if used). Where possible, named contacts with telephone number and email address	From SSPS directly or via our website Dampier Street YEOVIL Somerset BA21 4EN office@ssps.org.uk 01935 410793	£0
Head teacher's contact details	From SSPS directly or via our website	£0
Who's who in the school/academy	From SSPS directly or via our website	£0
Who's who on the governing body / board of governors and selection criteria for appointment	From SSPS directly, via our website or Get Information About Schools- Gov.uk	£0
Governing body's contact details		
Instrument of Government	From SSPS Clerk to Management Committee	£0
School/academy prospectus	n/a – all information is on the website	£0
School/Academy session times and term dates	From SSPS directly or via our website	£0

<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>	From SSPS directly and publicly available on the schools financial benchmarking website -Gov.uk	£0
Annual budget and financial statements	From SSPS directly	£0
Capital funding	From SSPS directly	£0
Financial Audits reports	From SSPS directly	£0
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	From SSPS directly	£0
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	From SSPS directly	£0
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	From SSPS directly	£0
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	From SSPS directly	£0
Procurement and contracts we have entered into	From SSPS directly	£0
Details of any premiums we receive such as Pupil premium.	From SSPS directly or via pupil premium information on website	£0
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p>	From SSPS directly	£0

Current information as a minimum		
Annual Report		
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (delete as appropriate) - Summary - Full report - Post-inspection action plan	From SSPS directly and/or Get Information about schools – Gov.uk	£0
Exam and assessment results	From SSPS directly or via our website	£0
Performance tables	n/a	n/a
Careers programme information	From SSPS directly or via our website	£0
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	From SSPS directly or via our website	£0
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)	n/a	£0
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	From SSPS directly or via our website	£0
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	From the Clerk to the Management Committee contactable via SSPS	£0

Admissions policy and, where applicable, admission decisions (eg application numbers/patterns of successful applicants, including criteria on which applications were successful)	All pupils are placed via Local Authority	£0
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	From the Clerk to the Management Committee contactable via SSPS	£0
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	From SSPS directly or via our website	£0
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	From SSPS directly or via our website	£0
Safeguarding and child protection, including protecting children's personal data	From SSPS directly or via our website	£0
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	From SSPS directly or via our website	£0
Policies and procedures relating to recruitment and human resources	From SSPS directly based on Somerset Council model policies	£0
Special educational needs	From SSPS directly or via our website	£0
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	From SSPS directly or via our website	£0

Pay Policy	From SSPS directly based on Somerset Council model policies	£0
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	From SSPS directly based on Information Records Management Society guidance for schools From SSPS directly or via our website	£0
Charging regimes and policies	From SSPS directly or via our website	£0
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	From SSPS directly	£0
Curriculum circulars and statutory instruments	From SSPS directly	£0
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	From SSPS directly	£0
Disclosure logs, ie information provided in response to FOIA/EIR requests	From SSPS directly	£0
Asset register and Information Asset register	From SSPS directly	£0
Any information we are currently legally required to hold in publicly available registers	From SSPS directly	£0
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	From SSPS directly or via our website	£0

Extra-curricular activities	From SSPS directly	£0
Out of school/academy clubs	From SSPS directly	£0
Services for which we are entitled to recover a fee, together with those fees	From SSPS directly	£0
Requests for paper copies of information	From SSPS directly	£0
Our publications, leaflets, books and newsletters	From SSPS directly	£0
Additional Information Any information that is not itemised in the lists above	From SSPS directly	

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 @ 2p per sheet (black & white)	Actual cost *
	Photocopying @ p 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