

Freedom of Information

Guide to information available from Kirk Ella St Andrews Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Pupils</p> <ul style="list-style-type: none"> • Age 4-11 • Gender: mixed • Number of pupils: 466 • School Capacity: 500 <p>Details</p> <ul style="list-style-type: none"> • Headteacher: Jamie Church • Boarding provision: no • Type: primary • Religious character: does not apply • Local Authority: East Riding of Yorkshire Council • Address: West Ella Road, Kirk Ella, HU10 7QL • Telephone: 01482657208 	<p>Full details on website https://kirkellaprimarieschool.org.uk/</p>	<p>£0.00</p>

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<ul style="list-style-type: none"> Website: https://kirkellaprimarieschool.org.uk/ <p>This will be current information only</p>		
<p>Who's who in the school Staff lists on school website</p>	https://kirkellaprimarieschool.org.uk/	£0.00
<p>Who's who on the governing body / board of governors and the basis of their appointment Governing body details on school website</p>	https://kirkellaprimarieschool.org.uk/	£0.00
<p>Instrument of Government / Articles of Association Governing body details on school website</p>	https://kirkellaprimarieschool.org.uk/	£0.00
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). Headteacher: Jamie Church</p>	https://kirkellaprimarieschool.org.uk/	£0.00

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<p>Email: office@kirkella.eriding.net Chair of Governors: Chris Leadley Email: Governors@kirkella.eriding.net</p>		
<p>School prospectus (if any) The school prospectus is included on the school website and is update annually.</p>	<p>https://kirkellaprimaryschool.org.uk/wp-content/uploads/2021/09/22SuJun21-Prospectus-2021-2022.pdf</p>	<p>£0.00</p>
<p>Staffing structure Staffing structure is available on the school's website and reviewed annually</p>	<p>https://kirkellaprimaryschool.org.uk/our-staff/</p>	<p>0.00</p>
<p>School session times and term dates Term dates are published on the school's website and updated annually</p>	<p>https://kirkellaprimaryschool.org.uk/term-dates/</p>	<p>£0.00</p>
<p>Address of school and contact details, including email address. Springhead Primary School West Ella Road Kirk Ella HU10 7QL Tel. 01482 657208</p>		

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Email. office@kirkella.eriding.net		
Class 2 – What we spend and how we spend it	(hard copy and/or website)	
<p>Annual budget plan and financial statements</p> <p>Section 151 of the Local Government Act 1972 states that every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.</p> <p>The Financial Regulations for Schools are also made under Section 151 of the Local Policy Government Act 1972. The governing body has a strategic role in the financial management in schools and its key responsibilities include:</p> <ul style="list-style-type: none"> • setting financial priorities through the school improvement plan • 5-year financial plan • the annual budget <p>The consistent financial reporting (CFR) framework provides a standard template for schools to collect information about their income and expenditure by financial years, which maintained schools provide to their local authorities in a financial statement each year.</p>	Hard copy- request from the School	In line with charging policy

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<p>Capital funding The consistent financial reporting (CFR) framework provides a standard template for the schools to collect information about their income and expenditure by financial years, which maintained schools provide to their local authorities in a financial statement framework each year. Capital funding and spend is incorporated within the CFR</p>	<p>Hard copy- request from School</p>	<p>In line with charging policy</p>
<p>Financial audit reports The following documents are produced, in conjunction with the LA, as part of the year school. the end processes: charging 1. Final Funding Outturn Statement framework 2. CFR Return within the 3. Analysis of Balances Monthly reconciliation is undertaken in line with transaction and budget reports produced by the LA. Audit reports are available for The School Fund.</p>	<p>Copies can be requested from the school office.</p>	<p>In line with charging policy</p>
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. Procedures for this expense is documented in the Local Financial Procedures. Any expenditure over £2,000.00 is subject to a procurement process stated in the Contract procedure rules.</p>	<p>Details can be made available upon request. Please speak to the school office.</p>	<p>In line with charging policy</p>

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<p>Procurement and contracts the school has entered into Section 8 of the Local Financial Procedures documents the process for purchasing. This includes obtaining written quotations, obtaining tenders and contract specifications.</p>	<p>A copy of the Local Financial Procedures is available on request. Please contact the school office</p>	<p>In line with charging policy</p>
<p>Pay policy This policy sets out the framework for making decisions on teachers' pay. All teachers employed at Springhead Primary School are paid in accordance with this policy which has been developed to comply with current legislation and the requirements of the framework School Teachers' Pay and Conditions Document (STPCD).</p>	<p>A copy of the latest version of the Pay Policy can be produced on request. Please contact the school office.</p>	<p>In line with charging policy</p>
<p>Staff allowances and expenses 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. This is documented in our Travel and Subsistence Policy 2021.</p>	<p>A copy of the Travel and Subsistence Policy is available on request. Please contact the school office</p>	<p>In line with charging policy</p>
<p>Staffing, pay and grading structure. The pay and grading structure for teaching staff is agreed at national/trade union/LA charging levels. Information is published in the schools Pay Policy.</p>	<p>https://www.gov.uk/government/publications/school-teachers-pay-and-conditions</p>	<p>In line with</p>

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Further information is available on the following website www.gov.uk	Hard copy- request from the School	charging policy
Class 3 – What our priorities are and how we are doing		
School profile (if any)		
Schools performance data published on the DFE website	https://www.compare-school-performance.service.gov.uk/school/117881/kirk-ella-st-andrew's-community-primary-school/primary	£0.00
Latest ofsted report.	https://reports.ofsted.gov.uk/provider/21/117881	
The school development plan is available on the school's website.	https://kirkellaprimarieschool.org.uk/school-improvement-plan/	
Performance management policy and procedures adopted by the governing body. Appraisal policy produced by the Local Authority and adopted the governing body.	A Copy of the policy can be made available on request, please contact the school office.	In line with charging policy

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Performance data or a direct link to it	https://www.compare-school-performance.service.gov.uk/school/117881/kirk-ella-st-andrew's-community-primary-school/primary	£0.00
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	N/A	
Safeguarding and child protection Information and safeguarding polices can be found on the schools website.	https://kirkellaprimarieschool.org.uk/e-safety/	£0.00
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable Admissions arrangements are agreed in consultation with Local Authority, information can be found on the school's website. The Local Authority's website also.	https://kirkellaprimarieschool.org.uk/about-kirkella-primary-school/admissions-arrangements/ https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/school-admissions-and-catchment-finder/school-places-and-admissions/	£0.00

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<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). Full Governing Body and committee meeting agendas and minutes, excluding those classed as confidential can be made available on request.</p>	<p>Copies of agendas and minutes can be made available on request, please contact the school office.</p>	<p>£0.00</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) The following school policies can be found on the school website</p> <ul style="list-style-type: none"> • Attendance Policy • Complaint’s policy • Charging and remissions policy • Uniform policy • Behaviour and anti-bullying policy • Safer handling policy • Protocol for closure • Emergency plan 	<p>https://kirkellaprimarieschool.org.uk/policies/</p>	<p>£0.00</p>

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<ul style="list-style-type: none"> • Equality and accessibility policy • Gifts and Hospitality policy • Late collection policy • Educational visits policy • Volunteer policy • Health and Safety Policy • Administration of prescribed medicines policy • Medical conditions policy • Intimate care policy • Sun awareness policy • Asthma policy • Strategic child protection and safeguarding policy • Keeping children safe in education guidance • Whistle blowing policy • eSafety policy • Staff code of conduct policy • Allegation management policy • Child protection guidance and procedures for staff 	<p>https://kirkellaprimarieschool.org.uk/e-safety/</p>	
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<p>Records management and personal data policies The following policies can be found on the schools website</p> <ul style="list-style-type: none"> • Data protection policy • Appropriate Policy document • Records management policy • Privacy notice – pupils • Privacy notice - workforce 	<p>https://kirkellaprimarieschool.org.uk/gdpr/</p>	<p>£0.00</p>
<p>Charging regimes and policies. The Charging and remissions policy can be found on the school website and has been approved by the governing body.</p>	<p>https://kirkellaprimarieschool.org.uk/policies/</p>	<p>£0.00</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments Curriculum statements are published on the schools website by subjects and year groups.</p>	<p>https://kirkellaprimarieschool.org.uk/#</p>	<p>£0.00</p>

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<p>Disclosure logs</p>	<p>Details available on request, please contact the school office.</p>	<p>In line with charging policy</p>
<p>Asset register School holds asset registers for IT, schools property. Procedures are detailed in the local finance procedures 2020.</p>	<p>A Copy of the Local finance procedures and details of the asset registers are available on request. Please contact the school office.</p>	<p>In line with charging policy</p>
<p>Any information the school is currently legally required to hold in publicly available registers The school holds a number if record relating to premises, health and safety and systems operations eg fire/alarm systems, asbestos, COSHH, legionella, water management.</p>	<p>Details available on request, please contact the school office.</p>	<p>In line with charging policy</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p>N/A</p>	

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<p>Extra-curricular activities The school offers a range of out of school clubs and extra curricular activities.</p>	<p>For details on current clubs, please contact the school office.</p>	<p>In line with charging policy</p>
<p>Out of school clubs The school does not operate wrap around care.</p>	<p>N/A</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees Fees that are chargeable are detailed within the charging policy</p>	<p>Available on the school website.</p>	<p>N/A</p>
<p>School publications, leaflets, books and newsletters The school newsletter is available on the school's website.</p>	<p>https://kirkellaprimarieschool.org.uk/newsletters-2/</p>	<p>N/A</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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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 black and white A4 - 10p per side (8p for 11 or more sides) A3 – 15p per side (10p for 11 or more sides)	As per the charging and remissions policy
	Photocopying/printing Colour A4 - 15p per side (10p for 11 or more sides) A3 – 30p per side (20p for 11 or	As per the charging and remissions policy

Template guide to information for schools

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	more sides)	
	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 by the public authority