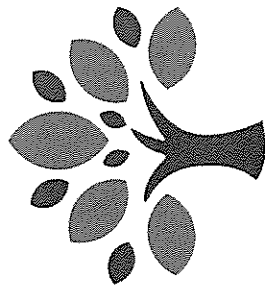


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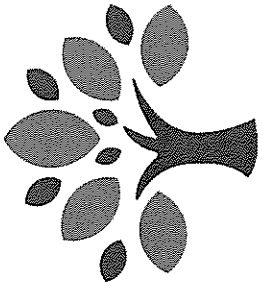
Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>We are an inner city nursery school and children’s centre located in Finsbury Park, London. The school is proud to voice that children are at the very heart of all we do.</p> <p>We offer places to children aged between 3 months and 5 years and are open from 8am-6pm, 49 weeks each year.</p> <p>We have a team of 29 staff employed across the school and a Governing Body of 11 who manage the school.</p>		
Staffing structure	<p><b>Website</b> <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a></p> <p><b>Hard Copy</b> Contact Admin Officer</p>	Free
Governing Body Constitution	<p><b>Website</b> <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a></p> <p><b>Hard Copy</b> Contact Admin Officer</p>	10p/sheet Free 10p/sheet



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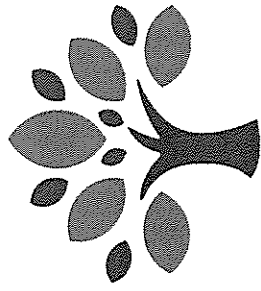
Instrument of Government	<p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a></p> <p><b>Hard Copy</b>            Contact Admin Officer</p>	Free
Contact details for the Head teacher and for the Governing Body	<p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a></p> <p><b>Hard Copy</b>            Contact Admin Officer</p>	10p/sheet Free
School prospectus	<p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a></p> <p><b>Hard Copy</b>            Contact Admin Officer</p>	Free
School session times and term dates	<p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a></p> <p><b>Hard Copy</b>            Contact Admin Officer</p>	Free
Address of school and contact details, including email address.	<p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a></p> <p><b>Hard Copy</b>            Contact Admin Officer</p>	Free
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p>	<p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a></p> <p><b>Hard Copy</b>            Contact Admin Officer</p>	Free



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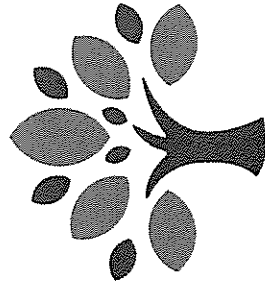
Current and previous financial year as a minimum	<b>Hard Copy</b> Contact School Business Manager	10p/sheet
Annual budget plan and financial statements	<b>Hard Copy</b> Contact School Business Manager	10p/sheet
Capital funding	<b>Hard Copy</b> Contact School Business Manager	10p/sheet
Financial audit reports	<b>Hard Copy</b> Contact School Business Manager	10p/sheet
Details of expenditure items over £2,000	<b>Hard Copy</b> Contact School Business Manager	10p/sheet
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)	<b>Hard Copy</b> Contact School Business Manager	10p/sheet
Pay policy	<b>Hard Copy</b> Contact School Business Manager	10p/sheet
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.	<b>Hard Copy</b> Contact School Business Manager	10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<b>Hard Copy</b> Contact School Business Manager	10p/sheet



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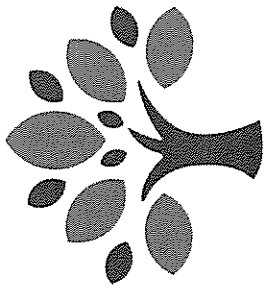
<p><b>Class 3 – What our priorities are and how we are doing</b>          Strategies and plans, performance indicators, audits, inspections and reviews.          Current information as a minimum.</p>	
<p>School data:</p> <ul style="list-style-type: none"> <li>• Performance data (due to our age group we do not report to the DfE). Summer leavers data is publicised under the 'Inspectors' tab on the website.</li> <li>• The latest Ofsted report</li> <li>• Post-inspection action plan</li> </ul>	<p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a>  <b>Hard Copy</b>          Contact Admin Officer</p> <p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a>  <b>Hard Copy</b>          Contact Admin Officer</p> <p><b>Hard Copy</b>          Contact School Business Manager</p>
<p>Performance management policy and procedures adopted by the Governing Body.</p>	<p>10p/sheet</p>
<p>Performance data</p>	<p><b>Hard Copy</b>          Contact School Business Manager</p> <p>10p/sheet</p>



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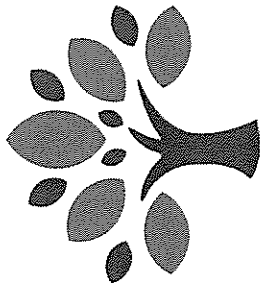
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status.</p>		
<p>Safeguarding and Child Protection Policy</p>	<p><b>Website</b>  <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a>  <b>Hard Copy</b>            Contact Admin Officer  <b>School Policy Folder</b>            Located on the Reception desk for parents.            (hard copy or website)</p>	<p>Free            Free            Free</p>
<p><b>Class 4 – How we make decisions</b>            Decision making processes and records of decisions.            Current and previous three years as a minimum.</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable.</p>	<p><b>Hard Copy</b>            Contact School Business Manager</p>	<p>10p/sheet</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><b>Hard Copy</b>            Contact School Business Manager</p>	<p>10p/sheet</p>



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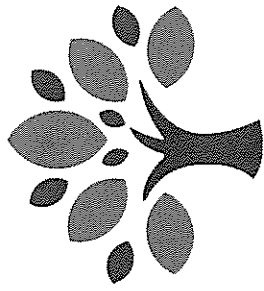
<p><b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities.</p>		<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p><b>Website</b> <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a> <b>Hard Copy</b> Contact Admin Officer</p>	Free  10p
<p>Charging regimes and policies.</p>			<p><b>Website</b> <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a> <b>Hard Copy</b> Contact Admin Officer</p>	Free  10p
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).</p>		<p>Disclosure logs  Asset register</p>	<p><b>Inspection only</b> Contact Admin Officer <b>Inspection only</b> Contact Admin Officer</p>	Free  Free



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<p><b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>	
<p>Extra-curricular activities including Bright Start Services</p>	<p><b>Website</b> <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a> <b>Hard Copy</b> Contact Admin Officer</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p><b>Website</b> <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a> <b>Hard Copy</b> Contact Admin Officer</p>
<p>School publications, leaflets, books and newsletters</p>	<p><b>Website</b> <a href="http://www.northislingtonnurseryschool.co.uk">www.northislingtonnurseryschool.co.uk</a> <b>Hard Copy</b> Contact Admin Officer</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 @10p per sheet (black & white)	Actual cost 10p
	Postage 58p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)