



Dalmain Primary School Freedom of Information Act Publication Scheme 2023-24

INFORMATION	WHERE TO OBTAIN THE INFORMATION	COST
Class one: Who we are and what we do (Organisational information, locations and contacts, constitutional and legal governance).		
Instrument of Government	Hard copy: on request from school office	5p per page
The school prospectus and curriculum	School website: Dalmain Primary School - Home Dalmain Primary School - Curriculum	N/A
The Governing Body: names of governors, basis of governors' appointments, committee structure, duties of governors, dates of appointment and termination, relevant business and pecuniary interests, material interests, governance in other educational institutions, attendance records.	School website: Dalmain Primary School - Our Governors	Free
	Hard copy: on request from school office	Free
School session times and term dates	School website: Dalmain Primary School - The School Day Dalmain Primary School - Term Dates	Free
	Hard copies: on request from school office	Free
Location and contact details for the Head teacher, the governing body, teaching staff, office staff, via the school.	Dalmain Primary School - Contact Us	Free
	Hard copy: on request from school office	5p per page
Our staff and the staffing structure	School website: Dalmain Primary School - Our Staff	Free
	Hard copy: on request from school office	Free

INFORMATION	WHERE TO OBTAIN THE INFORMATION	COST
Class two: 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)		
Annual Budget Plan and Financial Statements	Hard copy: on request via school office	5p per page
Details of expenditure items over £5000	Hard copy: on request via school office	5p per page
Capital Funding	Hard copy: on request via school office	5p per page
Financial Audit Reports	Hard copy: on request via school office	5p per page
Procurement and contracts the school has entered into, or information relating to details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy: on request via school office	5p per page
Pay Policy	Hard copy: on request via school office	5p per page
Staffing, pay and grading structure.	No employee earns more than £100,000 per annum. Hard copy: on request via school office	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy: on request via school office	5p per page
Governors' Allowances Policy: Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: on request via school office	5p per page
Premiums or other forms of financial support	Pupil premium funding: DfE external document template (dalmain.lewisham.sch.uk) Sports premium funding: download.asp (dalmain.lewisham.sch.uk)	5p per page
TU facility time reporting	N/A: school has less than 49 full-time employees	

INFORMATION	WHERE TO OBTAIN THE INFORMATION	COST
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School Performance Data	School website: Dalmain Primary School - GOV.UK - Find and compare schools in England (compare-school-performance.service.gov.uk)	Free
Ofsted Reports	Ofsted Dalmain Primary School	Free
Post-inspection Action Plan	Hard copy: on request from school office	5p per page
Staff Appraisal Policies: Performance management policies and procedures adopted by the governing body.	Hard copies: on request from school office	5p per page
School's future plans: any major proposals for the future of the school involving, for example, a consultation on a change in school status.	Hard copy: on request from school office, when necessary and/or appropriate	POA
Exam and assessment results	School website: download.asp (dalmain.lewisham.sch.uk)	
Performance Tables	School website: Dalmain Primary School - Find school and college performance data in England - GOV.UK (find-school-performance-data.service.gov.uk)	Free 5p per page
Pay Policy	Dalmain adheres to the Local Authority Pay Policy and Procedures. Hard copy on request from school office	5p per page
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/ decisions (not individual admission decisions). Applications for a primary school place at Dalmain School are processed centrally by the London Borough of Lewisham Admissions team, following Lewisham's Determined Admissions Criteria	School website: Dalmain Primary School - Admissions	Free
Agendas and minutes of meetings of the governing body and its committees and any relevant papers considered (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copies: on request from school office	5p per page

INFORMATION	WHERE TO OBTAIN THE INFORMATION	COST
Class five: our policies and procedures (the current written protocols, policies and procedures for delivering our services and responsibilities that the school is required to have by statute)		
Policies and Procedures which must be published on the school website: Behaviour Policy, Equality Statement, Information and Objectives, SEND information (including Accessibility Plan), Concerns and Complaints Procedure, Charging and Remissions Policy	School website: Dalmain Primary School - Policies & Documents Hard copies: on request from school office	Free Free
Records management and personal data policies, including: information security policies, records retention, destruction and archive policies, data protection (including information sharing policies)	Privacy notices for parents, children and staff on school website: Dalmain Primary School - Policies & Documents Hard copies of other documents: on request from school office.	Free 5p per page
All statutory policies and procedures other than those specifically mentioned in this document or available on the school website. These include: Health and Safety Policy Statement, Staff Code of Conduct, Grievance Policy, Capability Policy and Procedures, Recruitment and Selection Policy, Equality Statement Information and Objectives, RSE Policy, SEND Policy, Behaviour Policy, Curriculum Policies, Freedom of Information Policy	Hard copies: on request from school office	5p per page
Safeguarding and Child Protection Policy: The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State	School website: download.asp (dalmain.lewisham.sch.uk) Hard copy: on request from the school office	Free 5p per page
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Hard copies: on request from school office	5p per page
CCTV		
Disclosure logs	Inspection only - contact school	Free
Asset register	Inspection only - contact school	Free
Any information the school is currently legally required to hold in publicly available registers.	Inspection only - contact school	Free
Class seven: 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 publications, leaflets, books and newsletters	All available on school website or on application to school office. Dalmain Primary School - Newsletters Hard copies: on request from school office	Free 5p per page
Clubs and other extra-curricular activities	School website: (Dalmain Primary School - Clubs & Activities) or on application from school office.	Free Free
Services for which the school is entitled to charge a fee, together with those fees	School website: Charging and Remissions Policy download.asp (dalmain.lewisham.sch.uk) Hard copy: on request from school office	Free 5p per page
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 50p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class