

HAWKESBURY CE VC PRIMARY SCHOOL

FREEDOM OF INFORMATION ACT

GUIDE TO INFORMATION AVAILABLE



Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copy, Website, Electronic (email)</p> <p>(hard copy and/or website)</p> <p>W</p>
Who's who in the school	W
Who's who on the governing body and the basis of their appointment	W H E
Instrument of Government	H E
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	E
Governor's Annual Report	W
Staffing structure	W H E
School session times and term dates	W
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	

Annual budget plan and financial statements	H
Capitalised funding	H
Additional funding	H
Procurement and projects	H
Pay policy	H E
Staffing and grading structure	H
Governors' allowances	H E
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	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	H E W H E
Performance management policy and procedures adopted by the governing body.	H E
Schools future plans	H E
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy (not individual admission decisions)	W
Agendas of meetings of the governing body and (if held) its sub-committees	H E
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	H E
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	

Current information only	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>))) H E W)))))</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Sex education • Special educational needs & disability • Accessibility plan • Anti-bullying • Collective worship • Behaviour & Discipline 	<p>))) H E W)))</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>)) H E)</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>H W E</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)
Curriculum circulars and statutory instruments	H E
Disclosure logs	H
Asset register	H
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	H
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	(some information may only be available by inspection)
Extra-curricular activities	W E
Out of school clubs	W E H
School publications	W E H
Services for which the school is entitled to recover a fee, together with those fees	W E H
Leaflets books and newsletters	W E H
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	E H

Contact details:

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CHARGES:

Website information covered by this Publication Scheme are provided free unless stated. If your request requires us to undertake photocopying or printing or to pay a large postage charge, or is for a priced item such as some printed publications or videos/DVD. There will be a flat administration charge of £10 followed by black and white copies charged at 15 pence per sheet and colour copies will be charged at 30 pence per sheet. Postal charges will be charged as advised by the Royal Mail on the basis of second class delivery. Once your request has been quantified we will issue you with a fees notice in advance of you receiving any information or documentation from the school. This notice must be paid within 30 days or we will deem your request to be null and void.

Agreed at the Full Governing Body meeting 19th September 2016, agenda Item 8.

Signed: Chair of Governors

Review Date: Autumn 2019