

Freedom of Information

Guide to information available from Hiltingbury Junior School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<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>	(hard copy and/or website)	
Who's who in the school	Hard Copy/Website	
Who's who on the governing body and the basis of their appointment	Hard Copy/Website	
Instrument of Government	Hard Copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard Copy/Website	
School prospectus	Hard Copy/Website	
Annual Report	Hard Copy	
Staffing structure	Hard Copy	
School session times and term dates	Hard Copy/Website	

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<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>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	
Capitalised funding	Hard Copy	
Additional funding	Hard Copy	
Procurement and projects	Hard Copy	
Pay policy	Hard Copy	
Staffing and grading structure	Hard Copy	
Governors' allowances	Hard Copy	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard Copy</p> <p>Hard Copy Hard Copy/Website</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard Copy</p>	
<p>Schools future plans</p>	<p>Hard Copy</p>	
<p>Every Child Matters – policies and procedures</p>	<p>Hard Copy</p>	

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard Copy/Website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<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 	Hard Copy or Website	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education 	Hard Copy or Website	

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<ul style="list-style-type: none">• Pupil discipline		
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)	Hard Copy	
Charging regimes and policies. 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.	Hard Copy	

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Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy	
Disclosure logs	Hard Copy	
Asset register	Hard Copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	

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<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>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Hard Copy/Website</p>	
<p>Out of school clubs</p>	<p>Hard Copy/Website</p>	
<p>School publications</p>		
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard Copy/Website</p>	
<p>Leaflets books and newsletters</p>	<p>Hard Copy/Website</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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Contact details:

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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 @ 5p per sheet (black & white)	Actual cost + admin
	Photocopying/printing @ 10p per sheet (colour)	Actual cost + admin
	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