

HARESTOCK PRIMARY SCHOOL

STATUTORY POLICY

FREEDOM OF INFORMATION

Date: Autumn 2016

Review Date: Autumn 2021

Harestock Primary School Publication Scheme on information available under the Freedom of Information Act 2000

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future.

This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the Yearly overview and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. Contact details are as follows:

Telephone: 01962 881026

In writing to: Harestock Primary School, Bramshaw Close, Harestock, Hampshire, SO22 6LU

Email: admin@kharestock.hants.sch.uk

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Information to be published.	How the information can be obtained
Class 1 - Who we are and what we do	(hard copy and/or website)
Who's who in the school	School prospectus School website www.harestock.co.uk
Who's who on the governing body / board of governors and the basis of their appointment	School prospectus School website www.harestock.co.uk
Instrument of Government / Articles of Association	From school office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	adminoffice@harestock.hants.sch.uk Harestock Primary school

	Bramshaw Close Harestock SO22 6LU 01962 881026
School prospectus (if any)	From school office School website www.harestock.co.uk
Staffing structure	From school office
School session times and term dates	School website www.harestock.co.uk
Address of school and contact details, including email address.	adminoffice@harestock.hants.sch.uk Harestock Primary school Bramshaw Close Harestock SO22 6LU 01962 881026
Class 2 – What we spend and how we spend it	(hard copy and/or website)
Annual budget plan and financial statements	From School Office http://www3.hants.gov.uk/education/schools/budgetshares/
Capital funding	From School Office
Financial audit reports	From School Office
Details of expenditure items over £2000	From School Office
Procurement and contracts	From School Office
Pay policy	From School Office
Staff allowances and expenses that can be incurred or claimed, with totals paid to Senior Leadership Team (whose basic actual salary is at least £60,000 per annum) by reference to categories.	From School Office
Staffing, pay and grading structure. Senior Leadership Team in bands of £10,000; for more junior posts, by salary range.	From School Office

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	From School Office
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
School profile <ul style="list-style-type: none"> • Performance data • The latest Ofsted report / - Summary - Full report • Post-inspection action plan 	From school office School website www.harestock.co.uk
Performance management policy and procedures adopted by the governing body.	From school office
Performance data or a direct link to it	School website www.harestock.co.uk
The school's future plans;	School website www.harestock.co.uk
Safeguarding and child protection	School website www.harestock.co.uk
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)
Admissions policy/decisions (not individual admission decisions) – where applicable	School website www.harestock.co.uk
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).	From school office
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering	

our services and responsibilities)	
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) 	From school office
School Policies, including: Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Equality policy	School website www.harestock.co.uk
Pupil and curriculum policies, including: Home-school agreement Sex education Special Educational Needs and Disabilities Accessibility Behaviour	School website www.harestock.co.uk
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	From School office
Disclosure logs	From School office
Asset register	From School office
Any information the school is currently legally required to hold in publicly available registers	From School office

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	From school office
Out of school clubs	From school office
School publications, leaflets, books and newsletters	From School Office
Additional Information	
Performance Tables	www.education.gov.uk/performancetables

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class