



Freedom of Information

Guide to information available from **Hedworthfield Primary School** under the model publication scheme

Information to be published. This includes datasets where applicable.	How the information can be obtained	Cost
<p>Class 1- Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard Copy & School Website	No charge
Who's who in the school	Hard Copy & School Website	No charge
Who's who on the governing body / board of governors and the basis of their appointment	Hard Copy & School Website	No charge
Instrument of Government / Articles of Association	Hard Copy	No charge
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website	No charge
School prospectus (if any)	Hard Copy	No charge
Annual Report (if any)	N/A	N/A
Staffing structure	Hard Copy	No charge
School session times and term dates	Hard Copy & School Website	No charge
Address of school and contact details, including email address.	Hard Copy & School Website	No charge



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>Class 2- What we spend and how we spend it</p> <p>(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	No Charge
Annual budget plan and financial statements	Hard Copy	No Charge
Capital Funding	Hard Copy	No Charge
Financial audit reports	Hard Copy	No Charge
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	No Charge
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).	Hard Copy	No Charge
Pay policy	School Web Site	No Charge
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard Copy	No Charge
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.	Hard Copy	No Charge
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School Website	No Charge



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>Class 3- What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits inspections and reviews)</p> <p>Current information as a minimum</p>	Hard Copy	No Charge
<p>School profile</p> <p>And in all cases:</p> <p>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</p>	Hard Copy	No Charge
<p>The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report</p> <p>Post-inspection action plan</p>	Hard Copy & School Website	No Charge
<p>Performance management policy and procedures adopted by the governing body.</p>	Hard Copy	No Charge
<p>Performance data or a direct link to it</p>	Hard Copy	No Charge
<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>	Hard Copy	No Charge
<p>Safeguarding and child protection</p>	Hard Copy	No Charge



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>Class 4- How do we make decisions.</p> <p>(Decisions making processes and records of decisions)</p> <p>Current and previous 3 years as a minimum.</p>	Hard Copy	No charge
Admissions policy/decisions (not individual admission decisions) – where applicable.	Hard Copy	No charge
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).	Hard Copy	No charge



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>Class 5- Our policies and procedures</p> <p>(current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>Hard Copy & School Website</p>	<p>No Charge</p>
<p>Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)</p>	<p>Hard Copy & School Website</p>	<p>No Charge</p>
<p>Charging regimes and policies.</p>	<p>Hard Copy & School Website</p>	<p>No Charge</p>



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
Class 6- Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard Copy	No Charge
Curriculum circulars and statutory instruments	Hard Copy	No Charge
Disclosure logs	Hard Copy	No Charge
Asset register	Hard Copy	No Charge
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	No Charge



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>Class 7- The Services we offer</p> <p>(Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	Hard Copy & School Website	No Charge
Extra-curricular activities	Hard Copy & School Website	No Charge
Out of school clubs	Hard Copy & School Website	No Charge
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	No Charge
School publications, leaflets, books and newsletters	Hard Copy & School Website	No Charge

