

Freedom of Information

Guide to information available from New Hartley First School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who in the school	School website / on request	Free on the school website Paper sheet @ 5p per sheet
Who's who on the governing body and the basis of their appointment	School website	Free on the school website
Instrument of Government	Paper sheet on request	Paper sheet @ 5p per sheet
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	School website / on request	Free on the school website Paper sheet @ 5p per sheet
School prospectus (if any)	Information pack for parents (hard sheet and/or website)	Free on the school website Paper sheet @ 5p per sheet
Staffing structure	Paper sheet on request	Paper sheet @ 5p per sheet
School session times and term dates	School website / on request	Free on the school website Paper sheet @ 5p per sheet

Address of school and contact details, including email address.	School website / on request	Free on the school website Paper sheet @ 5p per sheet
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) Current and previous financial year as a minimum		
Annual budget plan and financial statements	School Improvement Plan, minutes of governing body meetings, Headteacher's reports to governors	Paper sheet @ 5p per sheet
Capital funding	Paper sheet on request	Paper sheet @ 5p per sheet
Financial audit reports	Paper sheet on request	Paper sheet @ 5p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Paper sheet on request	Paper sheet @ 5p per sheet
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).	Paper sheet on request	Paper sheet @ 5p per sheet
Pay policy	Paper sheet on request	Paper sheet @ 5p per sheet
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.	Paper sheet on request	Paper sheet @ 5p per sheet
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.	Paper sheet on request	Paper sheet @ 5p per sheet

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Paper sheet on request	Paper sheet @ 5p per sheet
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 • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted report - Summary - Full report	School website / on request	Free on the school website Paper sheet @ 5p per sheet
Performance management policy and procedures adopted by the governing body.	Paper sheet on request	Paper sheet @ 5p per sheet
Performance data or a direct link to it	Paper sheet on request	Paper sheet @ 5p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Paper sheet on request	Paper sheet @ 5p per sheet
Safeguarding and child protection	Paper sheet on request	Paper sheet @ 5p per sheet

Class 4 – 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)	Paper sheet on request	Paper sheet @ 5p per sheet
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).	Paper sheet on request	Paper sheet @ 5p per sheet

Class 5 – Our policies and procedures
(Current written protocols, policies and procedures for delivering our services and responsibilities)
Current information only.

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) 	Paper sheet on request	Paper sheet @ 5p per sheet
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Paper sheet on request	Paper sheet @ 5p per sheet

Class 6 – Lists and Registers
Currently maintained lists and registers only (this does not include the attendance register).

Curriculum circulars and statutory instruments	Paper sheet on request	Paper sheet @ 5p per sheet
Disclosure logs	Paper sheet on request	Paper sheet @ 5p per sheet
Asset register	Paper sheet on request	Paper sheet @ 5p per sheet
Any information the school is currently legally required to hold in publicly available registers	Paper sheet on request	Paper sheet @ 5p per sheet

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**

Extra-curricular activities	School website and app	Free on the school website and app
Out of school clubs	School website and app	Free on the school website and app
Services for which the school is entitled to recover a fee, together with those fees	School website, paper sheet	Paper sheet @ 5p per sheet
School publications, leaflets, books and newsletters	School website, paper sheet, app	Free on the school website and app
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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	Photosheeting/printing @ 5p per sheet (black & white)	Actual cost 2p
	Photosheeting/printing @ 5p per sheet (colour)	Actual cost 4p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
* the actual cost incurred by the public authority		