



HAYTON C E PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2021

Approved by ¹	
Name:	Mrs Catherine Gosson-Low
Position:	Acting Head Teacher
Signed:	
Date:	January 2021
Review date ² :	January 2023

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Hayton 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	Hard copy or website	None
Who's who on the governing body and the basis of their appointment	Hard copy or website	None
Instrument of Government	Hard copy	Printing costs
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website or hard copy	None
School Prospectus	Website or hard copy	None
Staffing Structure	Website or hard copy	None
School session times and term dates	Website	None
Address of school and contact details, including email address	Website or hard copy	None

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Information to be published	How the information can be obtained	Cost
<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) Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy	Printing costs
Capital funding	Hard copy	Printing costs
Financial Audit Reports	Hard copy	Printing costs
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy	Printing costs
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	Printing costs
Pay policy	Hard copy	Printing costs
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	Printing costs
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. Salaries over £100K have to be published.	Hard copy	Printing costs
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Printing costs

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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>		
<p>School profile</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan • Siams Report and action plan 	Hard copy or website	Printing costs
Performance management policy and procedures adopted by the governing body.	Hard copy	Printing costs
The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Hard copy	Printing costs
Safeguarding and child protection	Hard copy and website	Printing costs

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Information to be published	How the information can be obtained	Cost
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) – where applicable	Hard copy or website	Printing costs
Agendas and minutes of meetings of the governing body and its committees. NB this will exclude information that is properly regarded as confidential to the meetings).	Hard copy	Printing costs

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Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (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 English government. These will include policies and procedures for handling information requests.</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Complaints Procedure • Code of Conduct Policy • Discipline and Grievance Policies • Equality Policy and Single Equality Scheme • Safer Recruitment Policy • Peer on Peer Abuse • Charging and Remissions policy • Whole Behaviour policy • Safeguarding 	Hard copy or website	Printing costs
<p>Pupil and curriculum policies including:</p> <ul style="list-style-type: none"> • Home-School Agreement • Relationships and Sex Education Policy • Special Educational Needs and Disability Policy 	Hard copy or website	Printing costs

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<ul style="list-style-type: none"> • Supporting Pupils with Medical Conditions • Accessibility Plan • Collective Worship • Whole School Behaviour Policy 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies <p>Data protection (including information sharing policies)</p>	Hard copy or website	Printing costs
<p>Charging regimes and policies, including</p> <ul style="list-style-type: none"> • Charging and Remissions Policy <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>	Hard copy or website	Printing Costs

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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Printing costs
Disclosure logs	Only available by inspection	
Asset register	Only available by inspection	
Any information the school is currently legally required to hold in publicly available registers	Only available by inspection	

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Information to be published	How the information can be obtained	Cost
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	none
Out of school clubs	Website	none
School publications, leaflets, books and newsletters	Hard copy or website	Printing costs
Services for which the school is entitled to recover a fee, together with those fees	Hard copy or website	Printing costs
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Hard copy	

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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 @ 0.07p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 0.17p per sheet (colour)	Actual cost*
	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 school

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to: The Head Teacher, Hayton C of E Primary School, Hayton, Brampton CA8 9HT.

If you are not satisfied with the assistance that you get, or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or Enquiry/Information Line: 0303 123 1113, E Mail: publications@ic-foi.demon.co.uk, Website : www.ico.org.uk.