



HAYTON C E PRIMARY SCHOOL

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

2018

| Approved by ¹ | |
|----------------------------|-------------------|
| Name: | Mrs Susan Lingard |
| Position: | Head Teacher |
| Signed: | |
| Date: | December 2018 |
| Review date ² : | December 2020 |

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 and website | None |
| Who's who on the governing body and the basis of their appointment | Hard copy and 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 and hard copy | None |
| School prospectus | Website and hard copy | None |
| Staffing structure | Website and hard copy | None |
| School session times and term dates | Website | None |
| 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 | Hard copy | Printing costs |
| Capitalised funding | Hard copy | Printing costs |
| Additional funding | Hard copy | Printing costs |
| Procurement and projects | Hard copy | Printing costs |
| Pay policy | Hard copy | Printing costs |
| Staffing and grading structure | Hard copy | Printing costs |
| Governors' allowances | Hard copy | Printing costs |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |

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| Current information as a minimum | | |
| School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | Hard copy and website | Printing costs |
| Performance management policy and procedures adopted by the governing body. | Hard copy | Printing costs |
| 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) | Hard copy and website | None |
| Agendas of meetings of the governing body and (if held) its sub-committees | Hard copy | Printing costs |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | Hard copy | Printing costs |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies • Staff recruitment policies | Hard copy or website | Printing costs |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum | Hard copy or website | Printing costs |

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| | | |
|---|--|----------------|
| <ul style="list-style-type: none"> Relationship and Sex Education Special educational needs Accessibility Race equality Collective worship Whole School Behaviour Policy | | |
| Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention destruction and archive policies Data protection (including information sharing policies) | Hard copy | Printing costs |
| 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 or website | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments | Hard copy | |
| Disclosure logs | Only available by inspection | |
| Asset register | Only available by inspection | |
| 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 | |
| Out of school clubs | Website | |
| School publications | Hard copy or website | |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy or website | |
| Leaflets books and newsletters | Hard copy or website | |

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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 | Photocopying/printing @ 0.05p per sheet (black & white) | Actual cost* |
| | Photocopying/printing @ 0.15p 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