

Freedom of Information

Guide to Information available from Heritage Park Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Hard copy and website	
Who's who on the governing body and the basis of their appointment	Hard copy and website	
Instrument of Government	Hard copy	50p
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
School prospectus	Hard copy and website	
Annual Report	Hard copy and website	
Staffing structure	Hard copy and website	
School session times and term dates	Hard copy and website	
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	(hard copy and/or website)	

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Annual budget plan and financial statements	Hard copy	50p per financial statement
Capitalised funding	Hard copy	50p
Additional funding	Hard copy	50p
Procurement and projects	Hard copy	50p
Pay policy	Hard copy	50p
Staffing and grading structure	Hard copy	50p
Governors' allowances	Hard copy	50p
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	(hard copy or website)	
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	
Performance management policy and procedures adopted by the governing body.	Hard copy	50p
School's future plans	Hard copy	£1
Every Child Matters – policies and procedures	Hard copy	50p

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy and website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	50p per agenda
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy	50p per set of minutes
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy 	Hard copy	50p per policy statement

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<ul style="list-style-type: none"> • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Hard copy	50p per policy statement
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy	50p per policy statement
<p>Charging regimes and policies.</p> <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</p>	Hard copy	50p

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and how they are calculated.		
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	50p per document
Disclosure logs	Hard copy	50p per document
Asset register	Hard copy	£1
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
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	Hard copy	
Out of school clubs	Hard copy	
School publications	Hard copy	50p per

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		publication
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets books and newsletters	Hard copy Hard copy and website for newsletters	50p - £1 for leaflets and books
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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 @ 10p per sheet (black & white)	Actual cost *

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	Photocopying/printing @ ..p 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 public authority