



**West Horndon
Primary School**

School Policies

Freedom of Information & Publication Policy

(17th November 2013)

Staff consultation: *Autumn 2013*

(Re)Adopted by Governors: *November 2013*

Implemented: *November 2013*

Due for Review: *Autumn 2017*

Signed: *J. V. Molyneux*

Date: *27/11/2013*

Committee: Finance

Freedom of Information

Guide to information available from West Horndon Primary 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	(hard copy and/or website)	
Who's who in the school	Website	none
Who's who on the governing body and the basis of their appointment		
Instrument of Government		
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))		
School prospectus		
Annual Report		
Staffing structure		
School session times and term dates		
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 Capitalised funding	(hard copy and/or website)	

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Additional funding		
Procurement and projects		
Pay policy		
Staffing and grading structure		
Governors' allowances		
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	(hard copy or website)	
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 		
Performance management policy and procedures adopted by the governing body.		
Schools future plans		
Every Child Matters – policies and procedures		
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)	

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Admissions policy/decisions (not individual admission decisions)		
Agendas of meetings of the governing body and (if held) its sub-committees		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.		
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 • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs 		

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<ul style="list-style-type: none"> • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 		
<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) 		
<p>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.</p>		
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p> <p>Curriculum circulars and statutory instruments</p> <p>Disclosure logs</p> <p>Asset register</p> <p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

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<p>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</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>		
<p>Out of school clubs</p>		
<p>School publications</p>		
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>Leaflets books and newsletters</p>		
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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