

Freedom of Information

Guide to information available from High Ham C of E Primary School under the model publication scheme

Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	School Website	Free
Instrument of Government/Articles of Association	School Website	Free
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	School Website	Free
Staffing structure	School Website	Free
School session times and term dates	School Website	Free
Address of school and contact details, including email address.	School Website	Free

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What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	School Business Manager	Free
Capital funding	School Business Manager	Free
Financial audit reports	School Business Manager	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	School Business Manager	Free
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).	School Business Manager	Free
Pay policy	School Business Manager	Free
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.	School Business Manager	Free
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.	School Business Manager	Free
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	School Business Manager	Free

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What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none">• Performance data supplied by the government, or a direct link to the data• The latest Ofsted<ul style="list-style-type: none">- Summary- Full report• Post-inspection action plan	School Website	Free
Performance management policy and procedures adopted by the governing body.	School Business Manager	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Business Manager	Free
Safeguarding and child protection	School Website	Free

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How we make decisions

Current and previous three years as a minimum

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	School website	Free
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).	School Business Manager	Free

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Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	School Business Manager	Free
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)	School Business Manager	Free
Equality and diversity policies	School Business Manager	Free
Policies and procedures for the recruitment of staff	School Business Manager	Free
Charging regimes and policies.	School Business Manager	Free

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Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	School Business Manager	Free
Disclosure logs	School Business Manager	Free
Asset register	School Business Manager	Free
Any information the school is currently legally required to hold in publicly available registers	School Business Manager	Free

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The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	School Website	Free
Out of school clubs	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School Business Manager	Free
School publications, leaflets, books and newsletters	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School Business Manager	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	School Business Manager/Website	Free

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @0.5 ..p per sheet (black & white)	Actual cost
	Photocopying/printing @ .10.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		