



FREEDOM OF INFORMATION POLICY GUIDE - ELING INFANT SCHOOL

Guide to information available using the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contracts) This will be current information only	(Hard copy and/or School Website)
Who's who in school	Hard copy from school office & school website
Who's who on the governing body and the basis of their appointment	Hard copy from school office & school website
Instrument of Government	Hard copy from the school office
Contact details for the head teacher and for the governing body, via the school (named contacts where possible)	Hard copy from school office & school website
School prospectus	Hard copy from school office & school website
Staffing structure	Hard copy from the school office
School session times and term dates	Hard copy from school office & school website
Address of school and contact details, including email addresses	Hard copy from school office & school 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 School Website)
Annual budget plans and financial statements	Hard copy from school office
Capital funding	Hard copy from school office
Financial audit reports	Hard copy from school office
Procurements 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)	Hard copy from school office
Pay policy	Hard copy from school office
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 from school office
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	Hard copy from school office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy from school office
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 and/or School Website)
<ul style="list-style-type: none"> • Government supplied performance data (RAISEonline) • The school's latest OFSTED report - Summary - Full report • Post inspection action plan 	Hard copy from school office & school website
Performance management policy and procedures adopted by the	Hard copy from school office

governing body	
The school's future plans (School Improvement plan)	Hard copy from school office
Safeguarding and Child Protection	Hard copy from school office & school website
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(Hard copy and/or School Website)
Admissions policy/decisions (not individual admission decisions) - where applicable	Hard copy from school office & school website
Agendas and minutes of meetings of the governing body and its committees (this will EXCLUDE information that is properly regarded as private to the meetings)	Hard copy from school office
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy and/or School Website)
School policies including: <ul style="list-style-type: none"> • Charging for school activities policy • Health & Safety policy • Complaints policy • Staff conduct policy • Discipline and grievance policy • Staffing structure • Information request handling policy • Equality and diversity (including equal opportunities) • Staff recruitment policies 	Hard copy from school office & school website
Pupil and curriculum policies including: <ul style="list-style-type: none"> • Home-school agreement • Learning and teaching policy • Sex and relationship policy • Special educational needs and disabilities policy • Able child policy • Collective worship policy • Behaviour policy 	Hard copy from school office & school website
Records management and personal data policies including: <ul style="list-style-type: none"> • Information security policies • Records, retention, destruction and archive procedures • Data protection (including information sharing policies) 	Hard copy from school office & school website
Class 6 - Lists and registers Currently maintained lists and registers only (this does not include the attendance register)	(Hard copy ; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hampshire County Council school communications
Disclosure logs	Head teacher office
Asset register	Hard copy from school office
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	Hard copy from school office
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 from school office
Out of school clubs	Hard copy from school office & school website

	website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy from school office & school website
School publications, leaflets, books and newsletters	Hard copy from school office