

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	Website www.heathersideinfant.school.co.uk Prospectus On the website	
Who’s who in the school	Website www.heathersideinfant.school.co.uk Prospectus	

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

	On the website	
Who's who on the governing body / board of governors and the basis of their appointment	Website www.heathersideinfantschool.co.uk	
	Prospectus On the website	
Instrument of Government / Articles of Association		
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website www.heathersideinfantschool.co.uk	
	Prospectus On the website	
School prospectus (if any)	Website www.heathersideinfantschool.co.uk	

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

	Prospectus On the website	
Annual Report (if any)	N/A	
Staffing structure	Website www.heathersideinfantschool.co.uk	
School session times and term dates	Website www.heathersideinfantschool.co.uk	
Address of school and contact details, including email address.	Website www.heathersideinfantschool.co.uk	

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy via the school Office</p>	
<p>Annual budget plan and financial statements</p>	<p>Hard Copy via the school Office</p>	
<p>Capital funding</p>	<p>Hard Copy via the school Office</p>	
<p>Financial audit reports</p>	<p>Hard Copy via the school Office</p>	
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Hard Copy via the school Office</p>	
<p>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).</p>	<p>Hard Copy via the school Office</p>	

Template guide to information for schools

Version 3

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Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

Pay policy	Hard Copy via the 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 via the 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 via the school Office	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy via the school Office	
Class 3 – What our priorities are and how we are doing	(hard copy or website)	

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website www.heathersideinfantschool.co.uk</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard Copy via the school Office</p>	
<p>Performance data or a direct link to it</p>	<p>Website www.heathersideinfantschool.co.uk</p>	
<p>The school's future plans; for example, proposals for and any</p>	<p>Hard Copy via the</p>	

Freedom of Information

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consultation on the future of the school, such as a change in status	school Office	
Safeguarding and child protection	Website www.heathersideinfantschool.co.uk	
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) – where applicable	Website www.heathersideinfantschool.co.uk	

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

<p>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).</p>	<p>Hard copies from the office</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>(hard copy or website)</p>	

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

<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>Hard copies from the office</p>	
<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 and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Website www.heathersideinfantschool.co.uk</p>	
<p>Class 6 – Lists and Registers</p>	<p>(hard copy or website;</p>	

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

Currently maintained lists and registers only (this does not include the attendance register).	some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website www.heathersideinfantschool.co.uk	
Disclosure logs	Hard copies from the office	
Asset register	Hard copies from the office	
Any information the school is currently legally required to hold in publicly available registers	Hard copies from the office	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

Current information only		
Extra-curricular activities	www.heathersideinfant.school.co.uk	
Out of school clubs	www.heathersideinfant.school.co.uk	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy of lettings policy available	
School publications, leaflets, books and newsletters	www.heathersideinfant.school.co.uk	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Guide to information available from Heatherside Infant School under the model publication scheme

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 @ 0.4.p per sheet (black & white)	Actual cost *
	Photocopying/printing @	Actual cost

Freedom of Information

Guide to information available from Heatherside Infant School under the model publication scheme

	4p per sheet (colour)	
	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