Heatherside Infant School Freedom of Information 2025-2026

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

Information to be published. This includes data sets where applicable	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** https://www.heathersideinfantschool.co.uk/	Free
Who's who in the school	**Website** https://www.heathersideinfantschool.co.uk/page/?title=Staff&pid=23	Free
Who's who on the governing body / board of governors and the basis of their appointment	**Website** https://www.heathersideinfantschool.co.uk/governors **Get Information for Schools** https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/116002#school-governance	Free
Instrument of Government / Articles of Association		
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible)	**Website** https://www.heathersideinfantschool.co.uk/	Free
School prospectus (if any)	**Website** https://www.heathersideinfantschool.co.uk/page/?title=Welcome&pid=53 On website and available from the school office	Free

Annual Report (if any)	N/A	
Staffing structure	**Website** https://www.heathersideinfantschool.co.uk/page/?title=Staff&pid=23	Free
School session times and term date	**Website** https://www.heathersideinfantschool.co.uk/page/?title=Overview+of+the+Day&pid=60 **Term dates** https://www.heathersideinfantschool.co.uk/page/?title=Hampshire+Term+Dates&pid=136	Free
Address of school and contact details, including email address	**Website** https://www.heathersideinfantschool.co.uk/	Free
Class 2 – What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contacts and financial audit)		
Annual budget plan and financial statements	Hard copy can be requested via the school office	Photocopying charges detailed below
Capital funding	Hard copy can be requested via the school office	Photocopying charges detailed below
Financial audit report	Hard copy can be requested via the school office	Photocopying charges detailed below
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy can be requested via the school office	Photocopying charges detailed below
Procurement and contracts the school has entered into, or information relating to / a link to information held	Hard copy can be requested via the school office	Photocopying charges detailed below

by an organisation which has done so on its behalf (for example, a local authority or diocese).		
Pay policy	Hard copy can be requested via the school office	Photocopying charges detailed below
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 can be requested via the school office	Photocopying charges detailed below
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 can be requested via the school office	Photocopying charges detailed below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy can be requested via the school office	Photocopying charges detailed below
Class 3 – What our priorities are and how we are doing • 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	**Website** https://www.heathersideinfantschool.co.uk/ **Ofsted**	Free

and Training Inspectorate report - Summary - Full report • Post-inspection action plan	https://www.heathersideinfantschool.co.uk/page/?title=Ofsted&pid=75	
Performance management policy and procedures adopted by the governing body.	Hard copy can be requested via the school office	Photocopying charges detailed below
Performance data or a direct link to it.	**Website** https://www.heathersideinfantschool.co.uk/	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	Hard copy via the school office	Photocopying charges detailed below
Safeguarding and child protection	**Website** https://www.heathersideinfantschool.co.uk/page/?title=Policies&pid=11 Further information available via the school office	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum Admissions policy/decisions (not individual admission decisions) – where applicable	 **Website** https://www.heathersideinfantschool.co.uk/page/?title=Policies&pid=11	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).	Hard copy can be requested via the school office	Photocopying charges detailed below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services	Hard copy can be requested via the school office https://www.heathersideinfantschool.co.uk/page/?title=Policies&pid=11	Photocopying charges detailed below

and responsibilities) Current information only. Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)		
Charging regimes and policies.	**Website** https://www.heathersideinfantschool.co.uk/page/?title=Policies&pid=11	Free
Class 6 – Lists and Registers 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** https://www.heathersideinfantschool.co.uk/	Free
Disclosure logs	Hard copy can be requested via the school office	Photocopying charges detailed below
Asset register	Hard copy can be requested via the school office	Photocopying charges detailed below
Any information the school is currently legally required to hold in publicly available registers	Hard copy can be requested via the school office	Photocopying charges detailed below
Class 7 – The services we offer (Information about the services we	Some information may only be available by inspection.	

offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	**Website** https://www.heathersideinfantschool.co.uk/page/?title=Before+and+After+School+Provision&pid=29	Free
Out of school clubs	**Website** https://www.heathersideinfantschool.co.uk/page/?title=Before+and+After+School+Provision&pid=29	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy can be requested via the school office	Photocopying charges detailed below
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Schedule of charges

This describes how the charges have been decided and should be published as part of the guide.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 0.5p per sheet (black and white)	Actual cost *
	Photocopying/printing @ 4p per sheet (black and white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority