

Haselbury Plucknett **Church of England First School**

Freedom of Information

The Freedom of Information Act requires all public authorities (including schools) to adopt and maintain a publication scheme.

Below is a list of specific information which can be obtained upon request from the school office. The information can be supplied either electronically or in hard copy format at the current net cost per copy rate, some information will be made available for inspection only. Postage costs may apply. Some of this information is accessible through our website www.haselburyplucknettschool.co.uk.

WHO WE ARE AND WHAT WE DO:

- Who's who in the school
- Who's who on the Governing Body and the basis of their appointment
- Instrument of Government
- Contact details for the Headteacher and for the Governing Body
- School prospectus
- Annual Report
- Staffing structure
- School session times and term dates
- 2009/10 Fair Processing Notice

WHAT WE SPEND AND HOW WE SPEND IT current and previous financial year

- Annual budget plan and financial statements
- Capitalised funding
- Additional funding
- Procurement and projects
- Pay policy
- Staffing and grading structure
- Governor's allowances

WHAT OUR CURRENT PRIORITIES ARE AND HOW WE ARE DOING

- School profile:
 - Government supplied performance data
 - The latest Ofsted report (Summary and Full Report)
- Performance management policy and procedures adopted by the Governing Body
- School's future plans
- Every Child Matters – policies and procedures

HOW WE MAKE DECISIONS

- Admissions policy/decisions (not individual admission decisions)
- Agendas of meetings of the Governing Body and it's sub-committees
- Minutes of meetings (as above) excluding information that is properly regarded as private to the meetings

OUR POLICIES AND PROCEDURES

- School policies including:
 - 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:
 - Home-school agreement
 - Curriculum
 - Sex Education
 - Special Educational Needs
 - Accessibility
 - Race equality
 - Collective worship
 - Careers education
- 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
 - Costs are recovered to offset net expenditure incurred by the school only and are charged at the discretion of the Headteacher.

LISTS AND REGISTERS

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset Register
- Any information the school is currently legally required to hold in publicly available registers (excluding the attendance register)

THE SERVICE WE OFFER

- Extra curricular activities
- Out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, books and newsletters

SCHEDULE OF CHARGES

- Costs are recovered to offset net expenditure incurred by the school only and are charged at the discretion of the Headteacher.

