

Freedom of Information
Guide to information available from Heatherside Junior School under the model publication scheme

Information to be published. This includes data sets where applicable	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>Website www.heatherside-jun.hants.sch.uk</p> <p>Our School</p>	Free
<p>Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Website Contact Us</p>	Free
<p>Head teacher's contact details</p>	<p>Website Contact Us</p>	Free
<p>Who's who in the school</p>	<p>Website www.heatherside-jun.hants.sch.uk</p> <p>Our Staff Team</p>	
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p> <p>Governing body's contact details</p>	<p>Website www.heatherside-jun.hants.sch.uk</p> <p>Our Governing Body</p>	Free
<p>Instrument of Government / Articles of Association</p>	<p>Website www.heatherside-jun.hants.sch.uk</p> <p>Our Governing Body</p>	Free

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School session times and term dates	Website www.heatherside-jun.hants.sch.uk Our School day	Free
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 via the school office. Schools Financial Benchmarking website	Photocopying charges detailed below
Annual budget plan and financial statements	Hard copy via the school office.	Photocopying charges detailed below
Capital funding	Hard copy via the school office.	Photocopying charges detailed below
Financial audit reports	Hard copy via the school office.	Photocopying charges detailed below
Details of expenditure items over £2000 – published at least annually, where practical, at a more frequent quarterly or six-monthly interval	Hard copy via the school office.	Photocopying charges detailed below
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Pay Policy - Hard copy 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	Hard copy via the school office.	Photocopying charges detailed below

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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy via the school office.	Photocopying charges detailed below
Procurement and contracts the school has entered into	Hard copy via the school office.	Photocopying charges detailed below
Details of any premiums we receive such as Pupil premium.	Website Pupil Premium	Free
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	Website www.heatherside-jun.hants.sch.uk Strategic Plan	Free
Latest reports from regulators (Ofsted) - Summary - Full report	Website Ofsted	Free
Exam and assessment results	Website Performance Data	Free
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Website www.heatherside-jun.hants.sch.uk Government website	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 requested via the school office.	Photocopying charges detailed below
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy requested via the school office.	Photocopying charges detailed below

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<p>Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum</p>	Hard copy requested via the school office.	Photocopying charges detailed below
Admissions policy and, where applicable, admission decisions (eg application numbers/patterns of successful applicants, including criteria on which applications were successful)	<p>Policy on website here</p> <p>For numbers - Hard copy requested via the school office.</p>	Photocopying charges detailed below
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 requested via the school office.	Photocopying charges detailed below
<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p>Website www.heatherside-jun.hants.sch.uk Curriculum Pages</p>	Free
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<p>Website www.heatherside-jun.hants.sch.uk Policies</p>	Free
Safeguarding and child protection, including protecting children's personal data	<p>Website www.heatherside-jun.hants.sch.uk Safeguarding</p>	Free
Equality and Diversity	<p>Website www.heatherside-jun.hants.sch.uk Equalities Statement</p>	Free
Policies and procedures relating to recruitment and human resources	Hard copy requested via the school office.	Photocopying charges detailed below

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Special educational needs	Website www.heatherside-jun.hants.sch.uk SEND	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website www.heatherside-jun.hants.sch.uk Contacting Us	Free
Pay Policy	Hard copy requested via the school office.	Photocopying charges detailed below
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 and CCTV policies) 	Hard copy requested via the school office.	Photocopying charges detailed below
Charging regimes and policies.	Website www.heatherside-jun.hants.sch.uk Policies	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 www.heatherside-jun.hants.sch.uk Curriculum pages	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Internally recorded CCTV only operates for the gate entry point. This is not shared with a third party.	Free

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Disclosure logs ie information provided in response to FOIA/EIR requests	Hard copy requested via the school office.	Photocopying charges detailed below
Asset register and Information Asset register	Hard copy 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 requested via the school office.	Photocopying charges detailed below
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	Some information may only be available by inspection.	
Extra-curricular activities	Website www.heatherside-jun.hants.sch.uk Year Group pages	Free
Out of school clubs	Website www.heatherside-jun.hants.sch.uk Clubs	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy of Lettings Policy available on request.	Photocopying charges detailed below
Requests for paper copies of information	Contact adminoffice@heatherside-jun.hants.sch.uk	Letters free to parents. Other copying charges as below

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Our publications, leaflets, books and newsletters	Website www.heatherside-jun.hants.sch.uk Newsletters	Free
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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 @ 0.5 p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 4p 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		

* the actual cost incurred