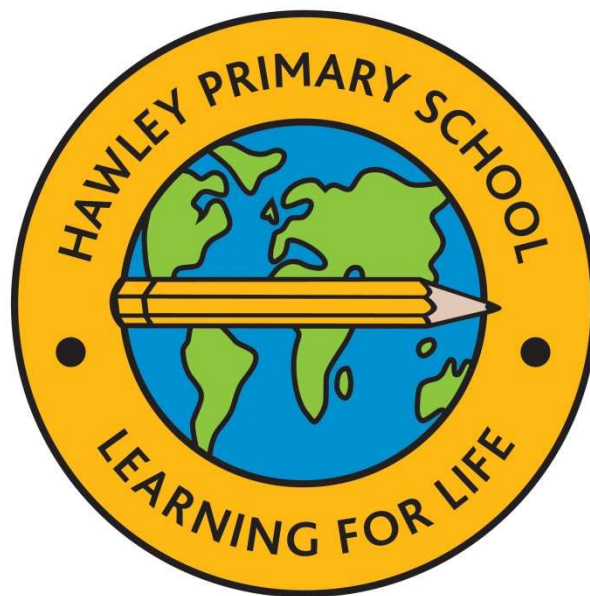


HAWLEY PRIMARY SCHOOL



FREEDOM OF INFORMATION SCHEME

AGREED BY GOVERNORS: Summer 202

LATEST REVIEW: Summer 2021

NEXT REVIEW: Summer 2024

HAWLEY PRIMARY SCHOOL

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

INTRODUCTION

One of the aims of the Freedom of Information Act 2000 (referred to as the FOIA in this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make available to the public.

To do this we must produce a publication scheme setting out:

- ♦ The classes of information which we publish or intend to publish
- ♦ The manner in which the information will be published and
- ♦ Whether or not this information is available free of charge or on payment.

The scheme covers information already published and information which is published in the future. All information in our scheme is available in paper form.

Some information which we hold may not be made public e.g. personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

AIMS AND OBJECTIVES

- ***Happy and healthy children in a happy and healthy school.***
- ***Aiming high to achieve our potential.***
- ***Working together to build a strong community.***
- ***Learning to question, enquire and explore the world.***
- ***Encouraging respect and tolerance, welcoming diversity.***
- ***Your pathway to the future – ‘learning for life’.***

CATEGORIES OF INFORMATION WE PUBLISH

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’. These are contained in Annexe A of this scheme.

The classes of information that we undertake to make available are organised into six broad areas:

- Class 1 – Who we are and what we do
- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how we are doing
- Class 4 – How we make decisions
- Class 5 – Our policies and procedures
- Class 6 – Lists and Registers. 2

HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact the school office by telephone, email, fax or letter.

Contact details

Website: www.hawleyprimary.co.uk

Email: adminoffice@hawley.hanst.sch.uk

Telephone: 01276 31048

Fax: 01276

Address: Hawley Primary School, Hawley Road, Blackwater, Camberley, Surrey. GU17 9BH

To help us process your request quickly, please clearly mark any correspondence '*PUBLICATION SCHEME REQUEST*' and for the attention of the Headteacher, Mrs Galpin.

If you are unable to find the information you are looking via the scheme or our school website, please contact the School Office.

PAYING FOR INFORMATION

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in the schedule in Annexe A. If your request results in providing significant photocopying or printed documents, paying a significant postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the scheme. If you require further assistance with the scheme or a request, would like to make a comment about this Publication Scheme or if you wish to make a complaint, this should initially be addressed to Hawley Primary School.

If you are not satisfied with the assistance that you receive or if we have not been able to resolve your complaint and you feel that a formal complaint is necessary, this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

*Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

or

Enquiry/Information Line: 0303 123 1113 or 01625 545745

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

ANNEXE A - Freedom of Information Publication Scheme is a guide to information available from Hawley Primary School under the model Publication Scheme.

FREEDOM OF INFORMATION A GUIDE TO INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME		
INFORMATION PUBLISHED	OBTAINING THE INFORMATION	COST
CLASS 1 – WHO WE ARE AND WHAT WE DO – Current organisational information, structures, locations and contacts		
School Staff	School Brochure School Office School Website www. hawleyprimary.co.uk	Free
School Governors	School Brochure School Office School Website www. hawleyprimary.co.uk	Free
Instrument of Government/Articles of Association	School Brochure School Office School Website www. hawleyprimary.co.uk	Free
Contact details for the Headteacher and Governing Body (named contacts where possible with telephone number and e-mail address if used)	School Brochure School Office School Website www. hawleyprimary.co.uk	Free
School Brochure	School Brochure School Office School Website www. hawleyprimary.co.uk	Free
Staffing Structure	School Brochure School Office School Website www. hawleyprimary.co.uk	Free
School Session times and term dates	School Brochure School Office School Website www. hawleyprimary.co.uk	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.		
Annual budget plan and financial statements	School Office	Free
Capital funding	HCC Website http://www3hants.gov.uk/schooldetails?dfes=2105 School Office	Free
Pupil Premium	School Website www. hawleyprimary.co.uk	Free
Financial Audit Reports	School Office	Free
Additional funding	HCC Website http://www3hants.gov.uk/schooldetails?dfes=2105 School Office	Free
Procurement and projects	School Office	Free
Pay Policy	School Office	Free
Staffing and Grading Structure	School Office	Free

INFORMATION PUBLISHED	OBTAINING THE INFORMATION	COST
Governors Allowances	School Website www. hawleyprimary.co.uk School Office	Free
Class 3 – OUR PRIORITIES AND PROGRESS – Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum		
School Profile Government supplied performance data The latest OfSTED report – summary and full report	HCC Website http://www3hants.gov.uk/schooldetails?dfes=2105 School Office	Free
Performance Management Policy and Procedures adopted by the Governing Body	School Office	Free
Schools Future Plans	School Office	Free
Safeguarding and Child Protection	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	School Website www. hawleyprimary.co.uk School Office	Free
Agendas of meetings of the Governing Body and Committee Meetings	School Office	Free
Minutes of meetings of the Governing Body and Committee Meetings – N.B. This will exclude information that is properly regarded as private to the meetings (Confidential Items)	School Office	Free
Class 5 – SCHOOL POLICIES AND PROCEDURES – Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
School Policies including: Charging and Remissions Health and Safety Complaints Procedures Staff Conduct Policy Discipline and Grievance Policies Staffing Structure implementation plan Information Request Handling Policy Equalities Safeguarding Child Protection	School Website www. hawleyprimary.co.uk School Office	Free
Pupil and Curriculum Policies including: Home School Agreement Curriculum Statement Sex and Relationships (SRE) Special Educational Needs and Disability (SEND Reform Sept. 2014) Accessibility Plan Equalities Policy RE Collective Worship Behaviour Management Anti-Bullying	School Website www. hawleyprimary.co.uk School Office	Free

INFORMATION PUBLISHED	OBTAINING THE INFORMATION	COST
Records Management and Personal Data Policies including: Information security policies Records retention, destruction and archive policies Data protection including information sharing policies	School Website www. hawleyprimary.co.uk School Office	Free
Charging regimes and policies (This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state the costs to be covered, the basis on which they are made and how they are calculated.)	School Website www. hawleyprimary.co.uk School Office	-
Class 6 – LISTS AND REGISTERS - Currently maintained lists and registers only.		
Curriculum circulars and statutory instruments.	School Office	Free
Disclosure logs	School Office	Free
Asset Register	School Office	Free
Any information the school is currently legally required to hold in publicly available registers. This does not include Attendance Register	School Office	Free
Class 7 – THE SERVICES OFFERED – Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.		
Extra-curricular Activities	School Website www. hawleyprimary.co.uk School Office	Free
Out of School Clubs	School Website www. hawleyprimary.co.uk School Office	Free
School Publications	School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	School Office	Free
Leaflets and newsletters	School Website www. hawleyprimary.co.uk School Office	Free

SCHEDULE OF CHARGES:

The School Governors will not charge for any items listed in the above schedule to be copied in black and white but will charge the following costs for other items and to cover the costs of administration time. Please refer to the Charging and Remissions Policy for further information.

CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying/printing @10p per sheet in black and white	Actual cost*
	Photocopying /printing @20p per sheet in colour	Actual cost*
	Postage	Actual cost of Royal mail standard 2 nd Class
Statutory Fee		In accordance with the relevant legislation

*The actual cost incurred by the public authority

CONTACT DETAILS:

Hawley Primary School,
Hawley Road,
Blackwater,
Camberley,
Surrey.
GU17 9BH

Telephone: 01276 31048

Fax: 01276

Website: www.hawleyprimary.co.uk

E.mail: adminoffice@hawley.hants.sch.uk