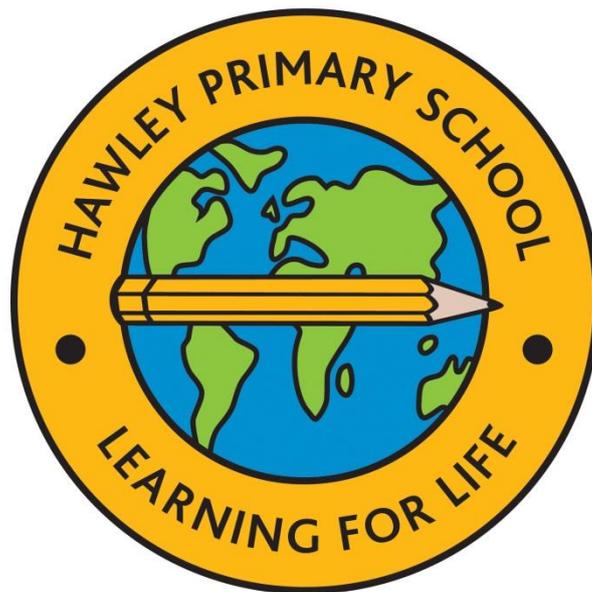


# HAWLEY PRIMARY SCHOOL



## FREEDOM OF INFORMATION SCHEME

**AGREED BY HEADTEACHER:** Summer 2024

**LATEST REVIEW:** Summer 2024

**NEXT REVIEW:** Summer 2027

## **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 types of information which we publish or intend to publish
- ♦ The way the information will be published
- ♦ 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 and electronically.

Some information which we hold, may not be made public e.g. personal information. The Act does not give people access to their own personal data (information about themselves) as this is covered under the new EU GDPR (General Data Protection Regulations) 2018.

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

### **AIMS AND OBJECTIVES**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of every child
- support all children to develop the skills, knowledge and personal qualities needed for life beyond education

### **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.'

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.

### **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, or letter.

#### **Contact details**

Website: [www.hawleyprimary.co.uk](http://www.hawleyprimary.co.uk)

Email: [adminoffice@hawley.hanst.sch.uk](mailto:adminoffice@hawley.hanst.sch.uk)

Telephone: 01276 31048

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'**

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. 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 or 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*

Enquiry/Information Line: 0303 123 1113

Website: <https://ico.org.uk>

## FREEDOM OF INFORMATION

### A GUIDE TO INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

INFORMATION PUBLISHED	OBTAINING THE INFORMATION	COST
<b>CLASS 1 – WHO WE ARE AND WHAT WE DO</b> – Current organisational information, structures, locations, and contacts		
School Staff	<b>School Brochure</b> School Office <b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
School Governors	<b>School Brochure</b> School Office <b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
Instrument of Government/Articles of Association	<b>School Brochure</b> School Office <b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
Contact details for the Headteacher and Governing Body (named contacts where possible with telephone number and e-mail address if used)	<b>School Brochure</b> School Office <b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
School Brochure	<b>School Brochure</b> School Office <b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
Staffing Structure	<b>School Brochure</b> School Office <b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
School Session times and term dates	<b>School Brochure</b> School Office <b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
<b>Class 2 – WHAT WE SPEND AND HOW WE SPEND IT</b> – 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	<b>School Office</b>	Free
Capital funding	<b>HCC Website</b> <a href="http://www3hants.gov.uk/schooldetails?dfes=2105">http://www3hants.gov.uk/schooldetails?dfes=2105</a> <b>School Office</b>	Free
Pupil Premium	<b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
Financial Audit Reports	<b>School Office</b>	Free
Additional funding	<b>HCC Website</b> <a href="http://www3hants.gov.uk/schooldetails?dfes=2105">http://www3hants.gov.uk/schooldetails?dfes=2105</a> <b>School Office</b>	Free
Procurement and projects	<b>School Office</b>	Free
Pay Policy	<b>School Office</b>	Free
Staffing and Grading Structure	<b>School Office</b>	Free
Governors Allowances	<b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a> <b>School Office</b>	Free
<b>Class 3 – OUR PRIORITIES AND PROGRESS</b> – Strategies and plans, performance indicators, audits, inspections, and reviews. Current information as a minimum		
School Profile Government supplied performance data	<b>HCC Website</b> <a href="http://www3hants.gov.uk/schooldetails?dfes=2105">http://www3hants.gov.uk/schooldetails?dfes=2105</a>	Free

The latest Ofsted report – summary and full report	School Office <a href="https://reports.ofsted.gov.uk/provider/21/115913">https://reports.ofsted.gov.uk/provider/21/115913</a>	
Performance Management Policy and Procedures adopted by the Governing Body	School Office	Free
Schools Future Plans	School Office School Website <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
Safeguarding and Child Protection	School Office School Website <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	Free
<b>Class 4 – HOW WE MAKE DECISIONS</b> – Decision making processes and records of decisions. Current and previous three years as a minimum		
Admissions Policy/Decisions – not individual admission decisions	School Website <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a> 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
<b>Class 5 – SCHOOL POLICIES AND PROCEDURES</b> – 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 <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a> 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 Collective Worship Positive Relationships & Behaviour Management Anti-Bullying	School Website <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a> School Office	Free
Records Management and Personal Data Policies including: Information security policies Records retention, destruction, and archive policies Data protection including information sharing policies	School Website <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a> School Office	Free
Charging regimes and policies	School Website <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a>	

(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.)	<b>School Office</b>	
<b>Class 6 – LISTS AND REGISTERS</b> - Currently maintained lists and registers only.		
Curriculum circulars and statutory instruments.	<b>School Office</b>	Free
Disclosure logs	<b>School Office – Inspection only</b>	Free
Asset Register	<b>School Office - Inspection only</b>	Free
Any information the school is currently legally required to hold in publicly available registers. <b>This does not include Attendance Register</b>	<b>School Office - Inspection only</b>	Free
<b>Class 7 – THE SERVICES OFFERED</b> – Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.		
Extra-curricular Activities	<b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a> <b>School Office</b>	Free
Out of School Clubs	<b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a> <b>School Office</b>	Free
School Publications	<b>School Office</b>	Free
Services for which the school is entitled to recover a fee, together with those fees	<b>School Office</b>	Free
Leaflets and newsletters	<b>School Website</b> <a href="http://www.hawleyprimary.co.uk">www.hawleyprimary.co.uk</a> <b>School Office</b>	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
<b>Disbursement Cost</b>	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 <sup>nd</sup> Class
<b>Statutory Fee</b>		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

**Website:** [www.hawleyprimary.co.uk](http://www.hawleyprimary.co.uk)

**Email:** [adminoffice@hawley.hants.sch.uk](mailto:adminoffice@hawley.hants.sch.uk)