

Freedom of Information

Guide to information available from Tweseldown Infant School under model publication scheme

| Information to be published. This includes datasets where applicable | How the information can be obtained | Cost |
|---|---|-------------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | <p>Website www.tweseldown.hants.sch.uk</p> | <p>Free</p> |
| <p>Who's who in the school</p> | <p>Website www.tweseldown.hants.sch.uk</p> | <p>Free</p> |
| <p>Who's who on the governing body / board of governors and the basis of their appointment</p> | <p>Website www.tweseldown.hants.sch.uk</p> | <p>Free</p> |
| <p>Instrument of Government / Articles of Association</p> | | |
| <p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p> | <p>Website www.tweseldown.hants.sch.uk</p> | <p>Free</p> |

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| School prospectus (if any) | Website www.tweseldown.hants.sch.uk | Free |
| Annual Report (if any) | N/A | |
| Staffing structure | Website www.tweseldown.hants.sch.uk | Free |
| School session times and term dates | Website www.tweseldown.hants.sch.uk | Free |
| Address of school and contact details, including email address. | Website www.tweseldown.hants.sch.uk | Free |
| Class 2 – What we spend and how we spend it Current and previous financial year as a minimum | | |
| Annual budget plan and financial statements | Hard copy via the school office | |
| Capital funding | Hard copy via the school office | |

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| Financial audit reports | Hard copy via the school office | |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Hard copy via the school office | |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | Hard copy via the school office | |
| Pay policy | Hard copy via the school office | |
| 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 via the school office | |
| 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 via the school office | |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Hard copy via the school office | |

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| Class 3 – What our priorities are and how we are doing | | |
| <ul style="list-style-type: none"> • 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 and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | Website www.tweseldown.hants.sch.uk | |
| Performance management policy and procedures adopted by the governing body. | Hard copy via school office | |
| Performance data or a direct link to it | Website www.tweseldown.hants.sch.uk | |

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| 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 | |
| Safeguarding and child protection | Website www.tweseldown.hants.sch.uk | |
| 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 www.tweseldown.hants.sch.uk | |
| 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 school office | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. | Website www.tweseldown.hants.sch.uk Hard copy via school office | |

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| 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 policies) | | |
| Charging regimes and policies. | Website www.tweseldown.hants.sch.uk | |
| 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.tweseldown.hants.sch.uk | |
| Disclosure logs | Hard copy via school office | |
| Asset register | Hard copy via school office | |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy via school office | |
| Class 7 – The services we offer | Some information may | |

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| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | only be available by inspection) | |
| Extra-curricular activities | Website www.tweseldown.hants.sch.uk | |
| Out of school clubs | Website www.tweseldown.hants.sch.uk | |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy of Lettings Policy available on request | |
| School publications, leaflets, books and newsletters | Website www.tweseldown.hants.sch.uk | |
| 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 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) |

* the actual cost incurred by the public authority