

## Freedom of Information

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

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

School prospectus (if any)	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	Free
Annual Report (if any)	N/A	
Staffing structure	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	Free
School session times and term dates	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	Free
Address of school and contact details, including email address.	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	Free
<b>Class 2 – What we spend and how we spend it</b> 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	

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	

<b>Class 3 – What our priorities are and how we are doing</b>		
<ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	
Performance management policy and procedures adopted by the governing body.	Hard copy via school office	
Performance data or a direct link to it	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	

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 <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	
<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) – where applicable	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	
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	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only.	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a> Hard copy via school office	

Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>		
Charging regimes and policies.	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	
<b>Class 6 – Lists and Registers</b>  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 <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	
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	
<b>Class 7 – The services we offer</b>	Some information may	

(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 <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	
Out of school clubs	Website <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	
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 <a href="http://www.tweseldown.hants.sch.uk">www.tweseldown.hants.sch.uk</a>	
<b>Additional Information</b> 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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority