

Freedom of Information

Guide to information available from Holywell Village First School under the model publication scheme



Information to be published	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>School brochure (hard copy and/or website)</p>	<p>Free (web) Hard copy cost recovered @ 5p per copy</p>
<p>Who's who in the school</p>	<p>School brochure (hard copy and/or website)</p>	<p>Free (web) Hard copy cost recovered @ 5p per copy</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>School brochure (hard copy and/or website)</p>	<p>Free (web) Hard copy cost recovered @ 5p per copy</p>
<p>Instrument of Government</p>	<p>On Request</p>	<p>Free (web) Hard copy</p>

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		cost recovered @ 5p per copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	On request/ website	Free (web)
School prospectus	On request	Free (web) Hard copy cost recovered @ 5p per copy
Staffing structure	On request	Free (web) Hard copy cost recovered @ 5p per copy
School session times and term dates	website	Free (web)
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 and/or website)	
Annual budget plan and financial statements	School Development Plan, Governing Meeting	Hard copy cost recovered

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	Minutes, Head Teacher's reports.	@ 5p per copy
Capitalised funding	Hard copy on request	Hard copy cost recovered @ 5p per copy
Additional funding	Hard copy on request	Hard copy cost recovered @ 5p per copy
Procurement and projects	Hard copy on request	Hard copy cost recovered @ 5p per copy
Pay policy	Hard copy on request	Hard copy cost recovered @ 5p per copy
Staffing and grading structure	Hard copy on request	Hard copy cost recovered @ 5p per copy
Governors' allowances	Hard copy on request	Hard copy cost recovered @ 5p per copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Free (web) Hard copy cost

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Current information as a minimum		recovered @ 5p per copy
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy on request Electronic copies available via Government websites. OFSTED report on website	Hard copy cost recovered @ 5p per copy Free website access to OFSTED
Performance management policy and procedures adopted by the governing body.	Hard copy on request	Hard copy cost recovered @ 5p per copy
Schools future plans School Improvement Plan	Hard copy on request	Hard copy cost recovered @ 5p per copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy on request	Hard copy cost recovered @ 5p per copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy on request	Hard copy cost recovered @ 5p per copy
Minutes of meetings (as above) – nb this will exclude information that is properly	Hard copy on request	Hard copy cost

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regarded as private to the meetings.		recovered @ 5p per copy
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy on request	Hard copy cost recovered @ 5p per copy
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Relationship and Sex education • Special educational needs • Accessibility • Equalities • Collective worship 	Web Site OR Hard copy on request	Free from website Hard copy cost recovered @ 5p per copy

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<ul style="list-style-type: none"> • Careers education (n/a) • Pupil discipline (behaviour) 		
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) 	Hard copy on request	Hard copy cost recovered @ 5p per copy
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 what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard copy on request	Hard copy cost recovered @ 5p per copy
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy on request	Hard copy cost recovered @ 5p per copy
Disclosure logs	Hard copy on request	Hard copy cost recovered @ 5p per copy
Asset register	Hard copy on request	Hard copy cost recovered @ 5p per copy

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Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy on request	Hard copy cost recovered @ 5p per copy
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	hard copy, website or newsletter	Hard copy cost recovered @ 5p per copy Website and newsletters are free
Out of school clubs	hard copy, website or newsletter	Hard copy cost recovered @ 5p per copy Website and newsletters are free
School publications	newsletter	free
Services for which the school is entitled to recover a fee, together with those fees	hard copy, website or newsletter	Hard copy cost recovered @ 5p per copy Website

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		and newsletters are free
Leaflets books and newsletters		
<p>Additional Information</p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p> <p>Information not covered above will be considered by the head teacher. If deemed appropriate under the scheme information will be available in hard copy form.</p> <p>No information will be given via e-mail.</p>		<p>Hard copy cost recovered @ 5p per copy</p> <p>Website and newsletters are free.</p> <p>Postage charges will apply.</p>
Extended services and pyramid schools' information shared.	Newsletters, mail drops and exterior notice boards	<p>Hard copy cost recovered @ 5p per copy</p> <p>Website and newsletters are free.</p> <p>Postage charges will apply.</p>

Contact details:

HOLYWELL VILLAGE FIRST SCHOOL

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HOLYWELL VILLAGE
NORTHUMBERLAND
NE25 0LN

TEL: 0191 2370384

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 @ 5p per sheet (black & white)	Actual cost £2p*
	Printing @ 5p per sheet (colour)	Actual cost £4p*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

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Other		

- the actual cost incurred by the public authority