

**Cupernham Infant School**  
**Freedom of Information Policy**  
**Next Review Date: October 2021**



*"Together We Care, We Learn and We Achieve"*

<b>Information to be published. If you require a paper copy of the information on our school's website, we will provide this free of charge.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Website details:  www.cupernham-inf.hants.sch.uk  Hard copies all available from the school office. Contact details below.  NOTE: all hard copy requests must be put in writing and any charges incurred paid in advance.	None
Who's who in the school	Website	None

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

Who's who on the governing body and the basis of their appointment	Website	None
Instrument of Government	Website	None
Contact details for the Headteacher and for the Governing Body via the school (named contacts where possible)	Website	None
School prospectus	Website	None
Staffing structure (Who's Who?)	Website	None
School session times and term dates	Website	None
Address of school and contact details including email address	Website	None
<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)		
Annual budget plan and financial statements	Hard copy	3p per sheet
Capital funding	Hard copy	3p per sheet
Financial audit reports	Hard copy	3p per sheet
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)	Hard copy	3p per sheet
Teachers' Pay Policy	Hard copy	3p per sheet
Staffing pay and grading structure- salary ranges	Hard copy	3p per sheet
Governors' allowances Policy	N/A currently	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<ul style="list-style-type: none"> <li>Government supplied performance data</li> </ul>	Data-hard copy	3p per sheet

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<ul style="list-style-type: none"> <li>The latest Ofsted report</li> </ul>	Website	None
Performance management policy and procedures adopted by the governing body.	Hard copy	3p per sheet
Schools future improvement plans	Hard copy	3p per sheet
Safeguarding and child protection Policy	Website	None
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Website	None
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	None
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	None
Instrument of Government for Governors	Website	None
Governors Register of business interests of Headteacher and Governors	Website	None
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>School policies including:</b> <ul style="list-style-type: none"> <li>Admissions Policy</li> <li>Charging Policy</li> <li>Complaints Policy</li> <li>Capability of Staff</li> <li>Staff Discipline, conduct and grievance procedures</li> <li>Accessibility Plan</li> <li>Child Protection Policy and Procedures</li> </ul>	Website Website Website Hard Copy Hard Copy Hard Copy Website	None None None 3p per sheet 3p per sheet 3p per sheet None

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<ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• First Aid in Schools Policy</li> <li>• Equal Information &amp; Objectives - Single Equalities Scheme Policy</li> <li>• Governors' Allowances Policy</li> </ul>	<p>Hard Copy Hard Copy Website N/A</p>	<p>3p per sheet 3p per sheet None None</p>
<p><b>Pupil and curriculum policies, including:</b></p> <ul style="list-style-type: none"> <li>• Special educational needs and disabilities Policy</li> <li>• Supporting pupils with medical conditions Policy</li> <li>• Sex and Relationships Education Policy</li> <li>• Behaviour Policy</li> </ul>	<p>Website Website Hard Copy Website</p>	<p>None None 3p per sheet None</p>
<p><b>Records management and personal data policies, including:</b></p> <ul style="list-style-type: none"> <li>• Data protection Policy</li> </ul>	<p>Website</p>	<p>None</p>
<p><b>Class 6 – Lists and Registers</b></p>		
Curriculum circulars and statutory instruments	Hampshire County Council School Communications	3p per sheet
Disclosure logs	Hard copy	3p per sheet
Asset register	Hard copy	3p per sheet
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	Hard copy	3p per sheet
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
Extra – curricular activities	Website	None
Out of school clubs	Website	None

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Newsletters	Website	None
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	3p per sheet
School publications, and leaflets booklets	Hard copy	3p per sheet
<b>Additional Information</b>		
School Prospectus	Website	None

**Contact details:**

**Duncan Wells, Headteacher**  
**Cupernham Infant School**  
**Bransley Close**  
**Woodley Lane**  
**Romsey, Hampshire, SO51 5JT**

**01794 514494**

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGES</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement costs</b>	Photocopying/printing @ 3p per sheet (black & white)	Actual cost 3p per sheet
	Postage-as per current costs Will use second class postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class