

Cupernham Infant School
Freedom of Information Policy
Next Review Date: March 2020



"Together we care, we learn and we enjoy success"

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website details: www.cupernham-inf.hants.sch.uk Hard copies all available from the school office. Contact details below. NOTE: all requests must be put in writing and any charges incurred paid in advance.	none
Who's who in the school	Website- prospectus link	none
Who's who on the governing body and the basis of their appointment	Website- prospectus link	none

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Instrument of Government	Hard copy	3p per sheet
Contact details for the Headteacher and for the Governing Body via the school (named contacts where possible)	Website- prospectus link	None
School prospectus	Website or hard copy	£3
Staffing structure	Website	none
School session times and term dates	Website	none
Address of school and contact details including email address	Website	
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		
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 it's behalf (for example a local authority)	Hard copy	3p per sheet
Pay policy	Hard copy	3p per sheet
Staffing pay and grading structure- salary ranges	Hard copy	3p per sheet
Governors' allowances	N/A currently	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report: 	<p>Data-hard copy</p> <p>Current Ofsted report available on website</p>	<p>3p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>3p per sheet</p>
<p>Schools future improvement plans</p>	<p>Hard copy</p>	<p>3p per sheet</p>
<p>Safeguarding and child protection</p>	<p>Hard copy and website</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Hard copy</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website & prospectus link</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard copy</p>	<p>3p per sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy</p>	<p>3p per sheet</p>

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none">• Charging policy• Health and Safety policy• Complaints procedure• Staff code of conduct• Discipline and grievance procedures• Staffing structure• Equal opportunities policy- Single Equalities Scheme• Attendance• Confidentiality• Behaviour and anti-bullying policies• E-Learning policy	Hard copy & website	3p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Learning and teaching policy• Sex and Relationship education• Special educational needs and disabilities policy• Accessibility- Single Equality Scheme• Race equality- Single Equality Scheme• Collective worship• Behaviour policy and anti bullying policy• Marking and Feedback policy	Hard copy	3p per sheet
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	3p per sheet

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Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hampshire County Council School Communications	3p per sheet
Disclosure logs	HT logs	
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	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra – curricular activities	Hard copy	3p per sheet
Out of school clubs	Hard copy	3p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	3p per sheet
School publications, leaflets booklets and newsletters	Hard copy & website	

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
School Brochure	website	

Contact details:

Duncan Wells, Headteacher
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Romsey
Hampshire
SO51 5JT

01794 514494

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGES	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying/printing @ 3p per sheet (black & white)	Actual cost 3p
	Photocopying/printing @ 6p per sheet (colour)	Actual cost 6p
	Postage-as per current costs Will use second class postage	Actual cost of Royal Mail standard 2 nd class

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Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

- the actual cost incurred by the public authority