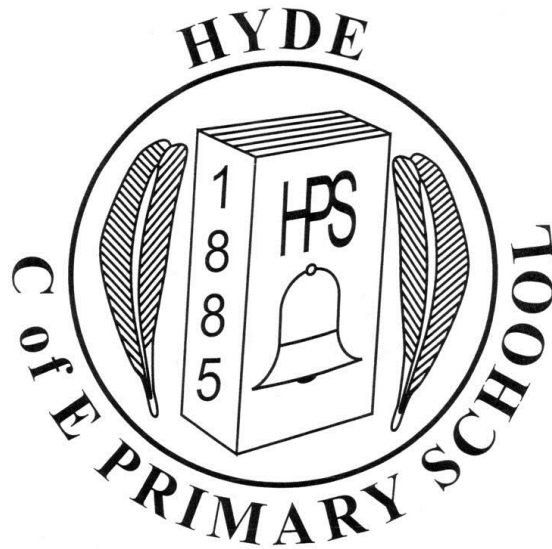




HYDE C. E. PRIMARY SCHOOL



FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

Endorsed by Governing Body: 14th February 2017	Review Date: February 2018
Headteacher: Julie Dalziell	Signature of Headteacher: 
Chair of Governors: Fiona Leith	Signature of Chair of Governors: 



HYDE C. E. PRIMARY SCHOOL

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

Introduction

The Freedom of Information Act 2000 requires all public authorities, including schools, to adopt and maintain a publication scheme. This model publication scheme has been prepared and approved by the Information Commissioner's Office and has been adopted by Hyde C.E. Primary School.

The model scheme outlines our school's responsibilities and lists the different classifications of information available which are:

- Who we are and what we do
- What we spend and how we spend it
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information may be obtained from:

- the **School Website**: <http://www.hyde.hants.sch.uk>
- the **School Office**: adminoffice@hyde.hants.sch.uk (01425 653350)
- the **Chair of Governors**: cog@hyde.hants.sch.uk (01425 653350)
- or
- **Viewed in School**: Contact: adminoffice@hyde.hants.sch.uk (01425 653350) to make an appointment

Where information is available on an external website a hyperlink to the relevant page has been included in this scheme.

Charges will be made for printing, photocopying and postage. The schedule of charges is detailed at the end of this scheme on page 6. Anyone requesting information will be informed of any charge before the information is provided.

INFORMATION TO BE PUBLISHED.	HOW THE INFORMATION CAN BE OBTAINED	COSTS* (SEE PAGE 5)
<p>CLASS 1 - WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts) <i>This will be current information only</i></p>	(Hard copy or website)	
Who's who in the school	School Website School Office (hard copy)	Free *
Who's who on the governing body / board of governors and the basis of their appointment	School Website School Office (hard copy)	Free *
Instrument of Government / Articles of Association	School Office (hard copy) View in School	* Free
Contact details for the Headteacher and for the governing body, via the school	School Website School Office (hard copy)	Free *
Staffing structure	School Office (hard copy) View in School	* Free
School session times and term dates	School Website School Office (hard copy) Hampshire County Council Term Dates	Free * Free
Address of school and contact details, including email address.	School Website School Office (hard copy) Hampshire County Council Website	Free * Free
<p>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) <i>Current and previous financial year as a minimum</i></p>	(Hard copy or website)	
Annual budget plan and financial statements	School Office (hard copy)	*
Capital funding	School Office (hard copy)	*
Financial audit reports	School Office (hard copy)	*
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	School Office (hard copy)	*
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).	School Office (hard copy)	*
Pay policy	School Office (hard copy)	*
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.	School Office (hard copy)	*

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.	School Office (hard copy)	*
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School Office (hard copy)	*
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>	(Hard copy or website)	
And in all cases: <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 	https://www.compare-school-performance.service.gov.uk/school/116294?tab=primary https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/116294 School Office (hard copy)	Free Free *
Performance management policy and procedures adopted by the governing body.	School Office (hard copy)	*
Performance data or a direct link to it	https://www.compare-school-performance.service.gov.uk/school/116294?tab=primary	Free
Safeguarding and child protection	School Website School Office (hard copy)	Free *
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>	(Hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website School Office (hard copy) https://www.hants.gov.uk/educationandlearning/admissions	Free * Free
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).	Chair of Governors (hard copy)	*

<p>CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only:</i> <i>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</i></p>	(Hard copy or website)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	School Website School Office (hard copy)	Free *
Charging regimes and policies.	School Website School Office (hard copy)	Free *
<p>CLASS 6 – LISTS AND REGISTERS <i>Currently maintained lists and registers only (this does not include the attendance register).</i></p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School Office (hard copy) View in School	* Free
Asset register	View in School	Free
Any information the school is currently legally required to hold in publicly available registers	View in School	Free
<p>CLASS 7 – THE SERVICES WE OFFER (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i></p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School Website School Office (hard copy)	Free *
Out of school clubs	School Website School Office (hard copy)	Free *
Services for which the school is entitled to recover a fee, together with those fees	<i>See Charging and Remissions Policy</i> School Website School Office (hard copy)	Free *
School publications, leaflets, books and newsletters	School Website School Office (hard copy)	Free *
<p>ADDITIONAL INFORMATION This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	*Actual cost
	Photocopying/printing @ 10p per sheet (colour)	*Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation
Other	N/A	N/A

* the actual cost incurred by the public authority