

Freedom of Information

Guide to information available from Hemingbrough CP School under the model publication scheme

Any documents requested that are not available on the website can be provided in hard copy format.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Hard copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
School prospectus	Website
Annual Report	Hard copy
Staffing structure	Website
School session times and term dates	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 only
Capitalised funding	Hard copy only
Additional funding	Hard copy only
Procurement and projects	Hard copy only
Pay policy	Hard copy only
Staffing and grading structure	Hard copy only
Governors' allowances	Hard copy only

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
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 	Website
Performance management policy and procedures adopted by the governing body.	Hard copy only
Schools future plans	Website
Every Child Matters – policies and procedures	Website

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	Hard copy only
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy only
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy only

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<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>	
<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 	<p>Hard copy and /or website</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Hard copy and /or website</p>
<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) 	<p>Hard Copy and / or website</p>
<p>Charging regimes and policies.</p> <p>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.</p>	<p>Hard copy and / or website</p>

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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	Hard copy only
Disclosure logs	Hard copy only
Asset register	Hard copy only
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy only

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	Website
Out of school clubs	Website
School publications	Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets, books and newsletters	Hard copy and / or website

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