

## Freedom of Information

### Guide to information available from Surrey Hills C of E Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website)</p> <p><a href="http://www.surreyhillprimaryschool.org.uk">www.surreyhillprimaryschool.org.uk</a></p>	N/A
Who's who in the school	School Prospectus in School Offices/Web	N/A
Who's who on the governing body and the basis of their appointment	School Prospectus in School Office/Web	N/A
Instrument of Government	Governor cupboard in School Office at Abinger and Head's Office at Westcott	N/A
Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Contact may be made via the School Offices	
School Prospectus	School Offices	N/A
Annual report	Not applicable	N/A
Staffing structure	Head's report/ Prospectus in School Offices/Web	N/A
School session times and term dates	School Prospectus in School Offices. Newsletters/Web	N/A

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contacts and financial audit)	(hard copy and/or website)	
Annual budget plan and financial statements	SDP	N/A
Capitalised funding	School Budget (Westcott Office)	N/A
Additional funding	School Budget (Westcott Office)	N/A
Procurement and projects	Budget/ SDP (Westcott Office)	N/A
Pay policy	Web archive	N/A
Staffing and grading structure	Web archive	N/A
Governors' allowance	Web archive	N/A

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current information as a minimum		
<ul style="list-style-type: none"> <li>• Government supplied performance data</li> </ul>	Raise on line not available at present	
<ul style="list-style-type: none"> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Not available at present	
Performance management policy and procedures adopted by the governing body.	Website archive	N/A
Schools future plans	SDP – School Offices/Fronter	N/A
Every Child Matters – policies and procedures	Website archive Head Teacher Report Fronter	N/A

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(Hard copy or website)	
Current and previous three years as a minimum	Governor minutes / SDP	N/A
Admissions policy/decisions (not individual admission decisions)	Prospectus/Website	N/A
Agendas of meetings of the governing body and (if held) its sub-committees	Governors cupboard Abinger site/Fronter	N/A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Governors cupboard (Abinger) Parents noticeboard/Fronter	N/A

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<p><b>Class 5 - Our Policies and procedures</b> (Current written protocols, policies and procedures for delivering our service and responsibilities)</p> <p>Current information only</p>	(Hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure; Parental concerns</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Web link/Fronter</p> <p>Web link/Fronter</p> <p>Web link/Fronter</p> <p>Web archive/Fronter</p> <p>Web archive/Fronter</p> <p>Web archive/Fronter</p> <p>Web link/Fronter</p> <p>Web link/Fronter</p> <p>Web archive/Fronter</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education PHSE</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship (RE)</li> <li>• Careers education</li> <li>• Pupil discipline (Behaviour)</li> </ul>	<p>Web link</p> <p>Web link</p> <p>Web link</p> <p>Web link</p> <p>Web link</p> <p>Web link</p> <p>Web link</p> <p>N/A</p> <p>Web link</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

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Class 5 (cont.)		
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	Password protected on computer	
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.	Web link	

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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Head's office	N/A
Disclosure logs	Locked cabinet in School Offices	N/A
Asset register	School Offices	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Office (hard copy or website; some information may only be available by inspection)	

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### Guide to information available from Surrey Hills C of E Primary School under the model publication scheme

<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	Prospectus/web	N/A
Out of school clubs	Prospectus/Newsletters	N/A
School publications	Offices	N/A
Services for which the school is entitled to recover a fee, together with those fees	Offices	N/A
Leaflets, books and newsletters	Offices/web	N/A

<b>Additional information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
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#### Contact details:

#### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	<b>Photocopying/printing @ 5p per sheet (black &amp; white)</b>	<b>Actual cost* 3p</b>
	<b>Photocopying/printing @ p per sheet (colour)</b>	<b>Actual cost N/A</b>
	<b>Postage</b>	<b>Actual cost of Royal Mail standard 2<sup>nd</sup> class</b>
<b>Statutory Fee</b>		<b>In accordance with the relevant legislation (D.C.A. website – <a href="http://www.dca.gov.uk//foi/secleg.htm">www.dca.gov.uk//foi/secleg.htm</a>)</b>
<b>Other</b>		

\* The actual cost incurred by the public authority

Office/Policies/School policies/Freedom of Information Act.May09

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