

## South Baddesley CE Primary School: Freedom of Information Publication Scheme

This policy explains our school commitment, as a public authority, to make information available to the public as part of its normal business activities. This policy conforms with the model scheme for schools approved by the Information Commissioner.

This policy reflects the requirements of the Freedom of Information Act 2000 (FOIA). The maintenance of this scheme is the responsibility of the South Baddesley Governing Body.

This scheme sets out the:

- Classes of information that we publish.
- The method by which information published under this scheme is available.
- Charges which may be made for information published under this scheme.

Much of the information in the publication scheme is available from the school website. If a paper copy is required then a request can be made and this will be fulfilled in line with the Schedule of Charges.

If you wish to have information not shown in the publication scheme then a request can be made under the FOIA. You need to contact the school directly making a request in writing making it clear that there is a Publication Scheme request under the FOIA, stating your real name and providing an address to which the Federation can reply. All requests can be made by writing to the school Senior Admin Administrator at:

South Baddesley CE Primary School

South Baddesley,

Lymington SO41 5RP

[admin@southbaddesley.hants.sch.uk](mailto:admin@southbaddesley.hants.sch.uk)

| Information to be published  | How this information can be obtained  |
|--|---|
| <b>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) – current information only</b>   |   |
| Who's who in school  | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| Who's who on the governing body and the basis of their appointment   | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| Instrument of Governance   | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| Contact details for the Head Teacher and for the governing body, via the school  | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| School prospectus – not available as there is no longer a legal requirement to hold a school prospectus  | N/A   |
| Staff structure  | Hard copy available from the school office.   |
| School session times and term dates  | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| Address of the school, contact details including email address.  | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| <b>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</b>              |   |
| Annual budget and financial statements   | Hard copy available from the office.  |
| Capital report   | Hard copy available from the office.  |
| Financial audit reports  | Hard copy available from the office.  |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical   | Hard copy available from the office.  |
| 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.   | Hard copy available from the office.  |
| Pay Policy   | Hard copy available from the office.  |
| 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. | Hard copy available from the office.  |
| 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  | Hard copy available from the office.  |

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| bands of £10,000; for more junior posts, by salary range.  |   |
| Governors' allowances that can be incurred or claimed AND a record of total payments made to individual governors.   | Hard copy available from the office.  |
| <b>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</b>   |   |
| Performance data supplied to the English Government or a direct link to the data   | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| The latest Ofsted report   | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a>  |
| Performance management policy and procedures adopted by the governing body   | Hard copy available from the school office.   |
| School development plan.   | Hard copy available from the school office.   |
| Safeguarding and child protection policies.  | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| <b>Class 4 – How we make decisions (Decision making processes and records of decisions) - current and previous three years as a minimum</b>  |   |
| Admissions policy/decisions (not individual admission decisions).  | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| 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).   | Hard copy available from the school office.   |
| <b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - current information only and for policies and procedures not already listed in this publication</b> |   |
| Statutory policies required by education legislation:<br>Charging and Remissions policy<br>School Behaviour policy<br>Sex and Relationships Education policy<br>SEND policy  | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |

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| <p>Statutory policies required by other legislation, which impact on schools:</p> <ul style="list-style-type: none"> <li>Health and Safety policy</li> <li>Accessibility Plan</li> <li>Complaints policy</li> <li>Freedom of Information policy</li> <li>Governors' Allowances policy</li> <li>Home School Agreement</li> <li>Equality Information and Objectives Statement</li> <li>Staff Discipline, Conduct and Grievance procedures</li> <li>Supporting Children with Medical Conditions</li> </ul> | <p>Hard copy available from the school office.</p>   |
| <p>Other policies held:</p> <ul style="list-style-type: none"> <li>First Aid policy</li> <li>Restrictive Physical Intervention policy</li> <li>Attendance policy</li> <li>Off-Site Visits policy</li> <li>E-Safety policy</li> <li>Prevent Policy</li> <li>Assessment policy</li> <li>Marking and Feedback policy</li> <li>Collective Worship policy</li> <li>Curriculum Policy</li> <li>Communications Policy</li> </ul>   | <p><a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a> and/or<br/>Hard copy available from the school office.</p> |
| <p>Records management and personal data policies:</p> <ul style="list-style-type: none"> <li>Records retention, destruction and archive policies</li> <li>Data Protection Policy</li> <li>Privacy Statements</li> </ul>   | <p><a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a> and/or<br/>Hard copy available from the school office.</p> |
| <p><b>Class 6 - Class lists and registers</b></p>   |  |
| <ul style="list-style-type: none"> <li>Disclosure logs</li> <li>Asset register</li> <li>Any information the school is currently legally required to hold in publicly available</li> </ul>   | <p>Inspection in line with legal advice Asset</p>  |

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| registers  |   |
| <b>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - current information only</b> |   |
| Extra-curricular activities (school led).<br>Out of school clubs (third party managed)   | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| Services for which the school is entitled to recover a fee, together with those fees   | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |
| School publications, leaflets, books and newsletters   | <a href="http://www.southbaddesley.hants.sch.uk">www.southbaddesley.hants.sch.uk</a><br>Hard copy available from the school office. |

#### SCHEDULE OF CHARGES TYPE OF CHARGE DESCRIPTION BASIS OF CHARGE

| Type of charge   | Description   | Basis of charge  |
|--|---|--|
| A parent or carer can request a paper copy of information held on the Federation website free of charge. | Photocopying/printing 3p per sheet (black & white)<br>Photocopying/printing 8p per sheet (colour) | Actual cost*<br>Actual cost of Royal Mail standard 2 <sup>nd</sup> class             |
| Statutory fee  |   | Statutory Fee In accordance with the relevant legislation (quote the actual statute) |

\*Actual cost incurred by school

If you want to make any comments about the Publication Scheme, require assistance or wish to make a complaint then initially this should be addressed to the Head Teacher.

If you are not satisfied with the assistance you receive then you can contact the Information Commissioner's Office which is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals, Information Commissioner's Office Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Telephone: 0303 123 1113 Website: [www.ico.org.uk](http://www.ico.org.uk) Email: [registration@ico.org.uk](mailto:registration@ico.org.uk)