

Hindley J and I School



Freedom of Information Policy

Written and approved: March 2011

To be renewed: March 2014

_____ **Signed on behalf of the school**

_____ **Signed on behalf of the governors**

POLICY FOR THE FREEDOM OF INFORMATION

Information To Be Published	How The Information Can Be Obtained	Cost
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School Website/VLN Hard copy Contact Office Manager	Free 10p per sheet
Who's who in the school	School Website/VLN Hard copy Contact Office Manager	Free 10p per sheet
Who's who on the governing body and the basis of their appointment	School Website/VLN Hard copy Contact Office Manager	Free 10p per sheet
Staffing structure	Hard copy Contact Office Manager	10p per sheet
School session times and term dates	School Website/VLN / LA website Hard copy Contact Office Manager	Free 10p per sheet
What we spend and how we spend it		
Annual budget plan and financial statements	Hard copy Contact Office Manager	10p per sheet
Capitalised funding	Hard copy Contact Office Manager	10p per sheet
Additional funding	Hard copy Contact Office Manager	10p per sheet

Procurement and projects	Hard copy Contact Office Manager	10p per sheet
Pay policy	Hard copy Contact Office Manager	10p per sheet
Staffing and grading structure	Hard copy Contact Office Manager	10p per sheet
Governors' allowances	Hard copy Contact Office Manager	10p per sheet
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
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 	School Website www.ofsted.gov.uk Hard copy Contact Office Manager	Free 10p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy Contact Office Manager	10p per sheet
How we make decisions		
Admissions policy/decisions (not individual admission decisions)	School website/VLN/LA booklet Hard copy Contact Office Manager	10p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Contact Office Manager	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy Contact Office Manager	10p per sheet

<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>VLN</p> <p>ALL AVAILABLE BY Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</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>VLN</p> <p>ALL AVAILABLE BY Hard copy Contact Office Manager</p>	<p>10p per sheet</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>ALL AVAILABLE BY Hard copy Contact Office Manager</p>	<p>10p per sheet</p>
<p>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.</p>	<p>Hard copy Contact Office Manager</p>	<p>10p per sheet</p>

Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy Contact Office Manager	10p per sheet
Disclosure logs	Hard copy Contact Office Manager	10p per sheet
Asset register	Hard copy Contact Office Manager	10p 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 Contact Office Manager	10p per sheet
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School Website/VLN Hard Copy Contact Office Manager	Free 10p per sheet
Out of school clubs	School Website/VLN Hard Copy Contact Office Manager	Free 10p per sheet
School publications	School Website/VLN	Free

	Hard copy Contact Office Manager	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact Office Manager	10p per sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * 10p
	Photocopying/printing @ p per sheet (colour)	Actual cost: Not Applicable
	Postage	Actual cost of Royal Mail standard 1ST class 41p 2nd class 32p
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)