

# Hindley J and I School



## Freedom of Information Policy

September 2023

Review date: September 2024

Miss A Mckeever (Headteacher)

Mr G Doubleday (Chair of Governors)

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

	Contact Office Manager	<b>sheet</b>
Procurement and projects	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
Pay policy	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
Staffing and grading structure	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
Governors' allowances	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<b>School Website</b> <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>  <b>Hard copy</b> Contact Office Manager	<b>Free</b>  <b>10p per sheet</b>
Performance management policy and procedures adopted by the governing body.	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
<b>How we make decisions</b>		
Admissions policy/decisions (not individual admission decisions)	<b>School website/LA booklet/ LA website</b>  <b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
Agendas of meetings of the governing body and (if held) its sub-committees	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>

<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p><b>Hard copy</b> Contact Office Manager</p>	<p><b>10p per sheet</b></p>
<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</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><b>School Website</b></p> <p><b>ALL AVAILABLE BY</b> <b>Hard copy</b> Contact Office Manager</p>	<p>Free</p> <p><b>10p per sheet</b></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</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p><b>School website</b></p> <p><b>ALL AVAILABLE BY</b> <b>Hard copy</b> Contact Office Manager</p>	<p><b>10p per sheet</b></p>
<p>Records management and personal data policies, including:</p> <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>	<p><b>Hard copy</b> Contact Office Manager</p>	<p><b>10p per sheet</b></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</p>	<p><b>School Website</b> <b>Hard copy</b> Contact Office Manager</p>	<p><b>10p per sheet</b></p>

and how they are calculated.		
<b>Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<b>Website</b> <b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
Disclosure logs	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
Asset register	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
<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) Current information only	(hard copy, website and/or Class dojo; some information may only be available by inspection)	
Extra-curricular activities	<b>School Website/ Class Dojo</b> <b>Hard Copy</b> Contact Office Manager	<b>Free</b> <b>10p per sheet</b>
Out of school clubs	<b>School Website/ Class Dojo</b> <b>Hard Copy</b>	<b>Free</b> <b>10p per</b>

	Contact Office Manager	<b>sheet</b>
School publications	<b>School Website/Class Dojo</b> <b>Hard copy</b> Contact Office Manager	<b>Free</b> <b>10p per sheet</b>
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard copy</b> Contact Office Manager	<b>10p per sheet</b>
<b>Additional Information</b> 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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <b>1<sup>ST</sup> class           76p</b> <b>2<sup>nd</sup> class             65p</b>
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)