

Freedom of Information

Guide to information available from Hampton Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost for hard copy
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>Hard copies can be obtained from the school office</p>	(hard copy and/or website)	
Who's who in the school	Website & Hard copy	10p per sheet
Who's who on the governing body and the basis of their appointment	Website & Hard copy	10p per sheet
Instrument of Government	Website & Hard copy	10p per sheet
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website & Hard copy	10p per sheet
School prospectus	Website & Hard copy	10p per sheet
Annual Report	n/a	n/a
Staffing structure	Website & Hard copy	10p per sheet
School session times and term dates	Website & Hard copy	10p per sheet

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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	(hard copy and/or website)	
Annual budget plan and financial statements	Website & Hard copy	10p per sheet
Capitalised funding	Website & Hard copy	10p per sheet
Additional funding	Website & Hard copy	10p per sheet
Procurement and projects	Website & Hard copy	10p per sheet
Pay policy	Hard copy	10p per sheet
Staffing and grading structure	Hard copy	10p per sheet
Governors' allowances	Hard copy	10p per sheet

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website & Hard copy	10p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy	10p per sheet
Schools future plans	Website & Hard copy	10p per sheet
Safeguarding and Child Protection	Website & Hard copy	10p per sheet

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website & Hard copy	10p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	10p per sheet

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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>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website & Hard copy Website & Hard copy Website & Hard copy Hard copy Hard copy Website & Hard copy Website & Hard copy Hard copy</p>	<p>10p per sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex & Relationships Education • Special educational needs • Accessibility • Race equality 	<p>Website & Hard copy Website & Hard copy Website & Hard copy Website & Hard copy Website & Hard copy Website & Hard copy</p>	<p>10p per sheet</p>

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<ul style="list-style-type: none"> • Collective worship • Careers education • Behaviour 	<p>Hard copy n/a Website & Hard copy</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>Hard copy Hard copy Website & Hard copy</p>	<p>10p per sheet</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</p>	<p>10p per sheet</p>

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Class 6 – 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	10p per sheet
Disclosure logs	n/a	
Asset register	Inspection Only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only	Free

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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	Website & Hard copy	10p per sheet
Out of school clubs	Website & Hard copy	10p per sheet
School publications	Website & Hard copy	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Website & Hard Copy	10p per sheet
Leaflets books and newsletters	Website & Hard copy	10p per sheet

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Contact details:

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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 plus admin charge
	Photocopying/printing @ 16p per sheet (colour)	Actual cost plus admin charge
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		