

Freedom of Information Act 2000

Information available from Cam Hopton CE Primary School under the model publication scheme

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do (Information about us; our structures, locations and contacts) Current information only		
Who's who in the school	Website Hardcopy	Free Free
Head teacher's contact details	Website Hardcopy	Free Free
Who's who on the governing body and selection criteria for appointment Governing body's contact details	Website Hardcopy	Free Free
Instrument of Government / Articles of Association	Hardcopy	Free

School prospectus	Website Hardcopy	Free Free
School session times and term dates	Website Hardcopy	Free Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget and financial statements	Hard copy	Free
Capital funding	Hard copy	Free
Financial Audits reports	Hard copy	Free
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy	Free
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	Hard copy	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	Free
Procurement and contracts we have entered into	Hard copy	Free

Details of any premiums we receive such as Pupil premium.	Hard copy	Free
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		
Annual Report (if any)	Website Hardcopy	Free
School profile and performance data supplied to the English Government Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website Hardcopy	
Exam and assessment results	Website Hardcopy	Free
Performance tables	Website Hardcopy	Free
The school's future plans. E.g. Proposals for and any consultation on the future of our school/academy, such as a change in status.	Hardcopy	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant.	Hardcopy	Free

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions (<i>e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Website Hardcopy	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Website Hardcopy	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website Hardcopy	Free
Safeguarding and child protection, including protecting children's personal data	Website Hardcopy	Free
Equality and Diversity	Website Hardcopy	Free
Policies and procedures relating to recruitment and human resources	Website Hardcopy	Free

Special educational needs	Website Hardcopy	Free
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website Hardcopy	Free
Pay Policy	Website Hardcopy	Free
Records management (Information security policies Records retention, destruction and archive policies)	Hardcopy	Free
Data protection (including information sharing and CCTV usage policies)	Website Hardcopy	Free
Charging regimes and policies	Website Hardcopy	Free
Class 6 – Lists and Registers (Currently maintained lists and registers only - this does not include the attendance register) (some information may only be available by inspection)		
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hardcopy	Free
Asset register and Information Asset register	Hardcopy	Free
Any information we are currently legally required to hold in publicly available registers	Hardcopy	Free
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) (some information may only be available by inspection)		

Extra-curricular activities	Website Hardcopy	Free
Out of school clubs	Hardcopy	Free
Services for which we are entitled to recover a fee, together with those fees	Hardcopy	Free
Requests for paper copies of information	Website Hardcopy	Free
Our publications, leaflets, books and newsletters	Website Hardcopy	Free
Additional Information (Any information that is not itemised in the lists above)		
All information requests will be accepted as long as a reason for request is justified. Copies will be sent in an electronic format where possible for no charge. Where paper/hard copies are sent a charge will be made.	Hardcopy Electronic copy	Charge Free

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 @ pence per sheet (black & white)	5 pence per page
	Photocopying @ pence per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation