

# HALESBURY SCHOOL



## FREEDOM OF INFORMATION GUIDE

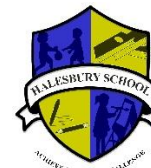
Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team			
Teachers			
Teaching Assistants			
Administrative Staff			
Curriculum support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors			
Parents			
Website			
Local Authority			

Responsibility of	
Review frequency	
This version agreed	September 2019
Next review date	September 2020

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<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to information”</b>	<b>How this information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)  Website	
Who’s who in the school	Website School foyer	
Who’s who on the governing body/board of governors and the basis of their appointment	Website	
Instrument of Government	Hard copy/school office	5p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	
School prospectus (if any)	N/A	
Annual report (if any)	N/A	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	



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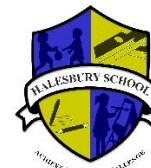
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)  DfE Website	
Annual budget plan and financial statements	Governor's reports Hard copy	5p/sheet
Capital funding	Governor's reports Hard copy	5p/sheet
Financial audit reports	Hard copy	5p/sheet
Procurement and Projects	Hard copy	5p/sheet
Staffing and grading structure	Hard copy	5p/sheet
Pay policy (reviewed annually)	Hard copy	5p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		5p/sheet
School profile (if any) <ul style="list-style-type: none"> <li>• Governor 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>	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy	5p/sheet



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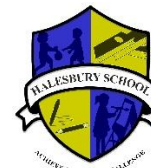
	<b>continued</b>	
The school's future plans	Hard copy (currently N/A)	
Safeguarding and child protection	Website	5p/sheet
<b>Class 4 – How we make decisions</b> (Decision making process and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
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	5p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. School Policies including: <ul style="list-style-type: none"> <li>• Charging &amp; remissions</li> <li>• Health &amp; Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct</li> <li>• Discipline &amp; Grievance</li> </ul>	Hard copy and/or website	5p/sheet



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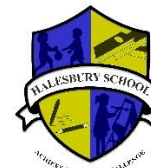
<ul style="list-style-type: none"> <li>• Information governance</li> <li>• Equality &amp; Diversity</li> <li>• Staff recruitment</li> </ul>		
<p>Pupil and Curriculum Policies including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special Educational Needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Pupil discipline</li> </ul>	Hard copy and/or website	5p/sheet
<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>	Hard copy	5p/sheet
<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>	Hard copy	5p/sheet



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<b>Class 6 – Lists and Registers</b>	(hard copy; some information may only be available by inspection)	
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register	Hard copy	5p/sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	
<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 or website; some information may only be available by inspection)	
Extra-curricular activities	Website	
Out of school clubs	Website/Hard copy	5p/sheet
Services for which the school is entitled to recover a fee, together with those fees	On application	
School publications, leaflets, books and newsletters	Website/Hard copy	
<b>Additional Information</b>		
This will provide schools with the opportunity to publish information that is not itemised in the lists above.		



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Mr J Kulyk – Head Teacher School Office: 01384 818630 Email address: info@halesbury.dudley.sch.uk		
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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
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost* 3p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost* 8p
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class
<b>Statutory fee</b>		In accordance with the relevant legislation (quote the actual statute).
<b>Other</b>		

P. Stevenson  
20th November 2018