

# Freedom of Information

## Guide to information available from Foxtton School under the model publication scheme

Foxtton School has adopted the Freedom of Information model publication scheme as laid out by the Information Commissioner's Office.

Information to be published	How the information can be obtained	Cost
<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)	
Who's who in the school	Website	F.o.c
Who's who on the governing body and the basis of their appointment	Hard copy from office	10p
Instrument of Government	Hard copy from office	10p
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy from office	10p
School prospectus	Website	F.o.c
Annual Report	Hard copy from office	£1.50
Staffing structure	Hard copy from office	10p
School session times and term dates	Website	F.o.c

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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)	
Annual budget plan and financial statements	NA yet	
Capitalised funding	NA yet	
Additional funding	NA yet	
Procurement and projects	NA yet	
Pay policy	NA yet	
Staffing and grading structure	NA yet	

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<p><b>Class 3 – What our priorities are and how we are doing</b>          (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"> <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>	<p>Website            Website</p>	<p>F.o.c            F.o.c</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy from office</p>	<p>£1.80</p>
<p>Schools future plans</p>	<p>Hard copy from office</p>	<p>£1.50</p>
<p>Every Child Matters – policies and procedures</p>	<p>Hard copy from office</p>	<p>£1.50</p>

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<b>Class 4 – How we make decisions</b> (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)	Hard copy from office	50p
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy from office	10p ea.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy from office	30p ea.

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<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only</p>	(hard copy or website)	
<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>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Hard copy from office          Hard copy from office          Hard copy from office          Hard copy from office          Hard copy from office          Website          Hard copy from office          Hard copy from office</p>	<p>50p          £2.50          50p          50p          50p          F.o.c          50p          50p</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>• Pupil discipline</li> </ul>	<p>Website/Hard copy from office          Website          Website          Website          Hard copy from office          Hard copy from office          Hard copy from office          Hard copy from office</p>	<p>20p          F.o.c          F.o.c          F.o.c          50p          50p          50p          50p</p>

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<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>Hard copy from office Hard copy from office Hard copy from office</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>Website</p>	<p>F.o.c</p>

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<b>Class 6 – 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	Hard copy from office	50p
Disclosure logs	Hard copy from office	50p
Asset register	Hard copy from office	50p
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )		

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<p><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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website – School Brochure</p>	<p>F.o.c</p>
<p>Out of school clubs</p>	<p>Website – School Brochure</p>	<p>F.o.c</p>
<p>School publications</p>	<p>Hard copy from office</p>	<p>T.B.A.</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard copy from office</p>	<p>50p</p>
<p>Leaflets books and newsletters</p>	<p>Website/Hard copy from office</p>	<p>T.B.A.</p>
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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## Guide to information available from Foxtton School under the model publication scheme

Contact details: Foxtton Primary School

11 Hardman Road,

Foxtton,

Cambridge

CB2 6RN.

Tel: 01223 712447 email: [office@foxtton.cambs.sch.uk](mailto:office@foxtton.cambs.sch.uk)

Website: [www.foxtton.cambs.sch.uk](http://www.foxtton.cambs.sch.uk)

### 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)	Cost +
	Photocopying/printing @ 20p per sheet (colour)	Cost +
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Other		