

# Freedom of Information

## Guide to information available from Scantabout Primary School under the Model Publication Scheme

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	Website details: <a href="http://www.scantabout-pri.hants.sch.uk">www.scantabout-pri.hants.sch.uk</a> Hard copies all available from the school. Note: All requests for hard copies must be put in writing and charges paid for in advance.	
Who's who in the school	Hard copy/website	3p/sheet
Who's who on the governing body and the basis of their appointment	Hard copy/website	3p/sheet
Instrument of Government	Hard copy	3p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	
School prospectus	Hard copy/website	£4.50
Staffing structure	Hard copy/website	3p/sheet
School session times and term dates	Hard copy/website	3p/sheet

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<p><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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy	3p/sheet
Capitalised funding	Hard copy	3p/sheet
Additional funding	Hard copy	3p/sheet
Procurement and projects	Hard copy	3p/sheet
Pay policy	Hard copy	3p/sheet
Staffing and grading structure	Hard copy	3p/sheet
Governors' allowances	Hard copy	3p/sheet
<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>		
<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>Hard copy/website</p> <p>Hard Copy Hard Copy/Website</p>	3p/sheet
Performance management policy and procedures adopted by governing body.	Hard Copy	3p/sheet

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Schools future plans	Hard Copy	3p/sheet
Every Child Matters – policies and procedures	Hard Copy	3p/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy/website	3p/sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy/website	3p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	3p/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 and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> </ul>	Hard copy	3p/sheet

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<ul style="list-style-type: none"> <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>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>	Hard copy	3p/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	3p/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/website	3p/sheet

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	3p/sheet
Disclosure logs – if any	Hard copy	3p/sheet
Asset register	Hard copy	3p/sheet
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Hard copy	3p/sheet
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(some information may only be available by inspection)	
Extra-curricular activities	Hard copy/website	3p/sheet
Out of school clubs	Hard copy/website	3p/sheet
School publications	Hard copy/website	3p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	3p/sheet
Leaflets books and newsletters	Hard copy/website	3p/sheet
<p><b>Additional Information</b></p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	None	

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### Contact details:

**Headteacher: Mrs V Shaw**  
**Scantabout Primary School**  
**Ionic Close**  
**Chandlers Ford**  
**Hants SO53 2NR**

**02380 266892**

### 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 @ 3p per sheet (black & white)	Actual cost* paper, copy charge per sheet and rental cost of machine
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority