

# Freedom of Information

## Guide to information available from Hemingford Grey 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 Hard Copy	Free A4 B&W 5p A3 B&W 10p A4 Col 15p A3 Col 30p
Who's who in the school	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a> <b>Hard copy:</b> Contact School Office	
Who's who on the governing body and the basis of their appointment	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a>  <b>Hard copy:</b> Contact School Office	
Instrument of Government	<b>Hard copy:</b> Contact School Office	
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<b>Website:</b> Main school contact details are on the website (not for individuals) <b>Hard copy:</b> Contact School Office	
School prospectus	<b>Hard copy:</b> Contact School Office (free of charge for prospective parents)	
Staffing structure	<b>Hard copy:</b> Contact School Office	
School session times and term dates	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a> <b>Hard copy:</b> Contact School Office	

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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	<b>Hard copy:</b> School Finance and Value Statement Contact School Office	
Annual budget plan and financial statements	<b>Hard copy:</b> Contact School Office	
Capitalised funding	<b>Hard copy:</b> Contact School Office	
Financial audit reports	<b>Hard copy:</b> Contact School Office	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	<b>Hard copy:</b> Contact School Office	
Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	<b>Hard copy:</b> Contact School Office	
Pay policy	<b>Hard copy:</b> Contact School Office	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic salary is at least £60,000 per annum) by reference to categories.	<b>Hard copy:</b> Contact School Office	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	<b>Hard copy:</b> Contact School Office	
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	<b>Hard copy:</b> Contact School Office	

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<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	<b>Hard copy:</b> Contact School Office	<b>20p/sheet</b>
School profile (if any) And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted report, summary and full report</li> <li>• Post inspection action plan</li> </ul>	<b>Website:</b> Ofsted report at: <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a> <b>Hard copy:</b> Contact School Office	<b>Free</b>  <b>20p/sheet</b>
Performance management policy and procedures adopted by the governing body	<b>Hard copy:</b> Contact School Office	<b>20p/sheet</b>
Performance data or a direct link to it	<b>Hard copy:</b> Contact School Office	<b>20p/sheet</b>
The Schools future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>Hard copy:</b> Contact School Office for a copy	<b>20p/sheet</b>
Safeguarding and child protection	<b>Hard copy:</b> We follow the government's recommendations on Keeping Children Safe in Education and it is embedded in our policies. Contact School Office	<b>20p/sheet</b>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	<b>Website:</b> Governing Body Minutes <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a>	<b>Free</b>
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)	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a>  <b>Hard copy:</b>	<b>Free</b>

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	Agendas for full Governing Body and sub-committees for inspection in Governing Body Filing Cabinet. Contact School Office	20p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a> <b>Hard copy:</b> Contact School Office	Free 20p/sheet
Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. These will include policies and procedures for handling information requests.	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a> <b>Hard copy:</b> Contact School Office	Free 20p/sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Personal Information policy</li> <li>• Publication scheme and Guide to information</li> </ul>	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a> <b>Hard copy:</b> Contact School Office	Free 20p/sheet
Charging regimes and policies (Charges for school activities policy and Lettings policy) 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.	<b>Hard copy:</b> Contact School Office	20p/sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)	<b>Hard copy:</b> Contact School Office	20p/sheet

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Curriculum circulars and statutory instruments (statutory instruments (eg Regulations), departmental circulars and administrative memoranda sent to the HT/GB concerning the curriculum)	The schools follows the National Curriculum and all statutory curriculum requirements set by Government <b>Website:</b> <a href="http://www.education.gov.uk/">www.education.gov.uk/</a>  <b>Hard copy:</b> Contact School Office	<b>Free</b>  <b>20p/sheet</b>
(The school does not currently have a disclosure log but will establish one in the future if appropriate, ie if requests for information are received.)		
Asset register	<b>Hard copy:</b> Contact School Office	<b>20p/sheet</b>
<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	<b>Hard copy:</b> Contact School Office (some information may only be available by inspection)	<b>20p/sheet</b>
Extra-curricular activities	<b>Hard copy:</b> Contact School Office	<b>20p/sheet</b>
Out of school clubs	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a>	<b>Free</b>
Services for which the school is entitled to recover a fee, together with those fees (Lettings Policy)	<b>Hard copy:</b> Contact School Office	<b>20p/sheet</b>
School publications	The school does not currently publish any regular publications.	
Leaflets books and newsletters	<b>Website:</b> <a href="http://www.hemingfordgrey.cambs.sch.uk">www.hemingfordgrey.cambs.sch.uk</a>	<b>Free</b>

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<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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### Contact details:

School Office, Hemingford Grey Primary School, St Ives Road, Hemingford Grey, Cambs PE28 9DU

Tel: 01480 375040; Fax: 01480 375040

Email: [office@hemingfordgrey.cambs.sch.uk](mailto:office@hemingfordgrey.cambs.sch.uk) Website: [www.hemingfordgrey.cambs.sch.uk](http://www.hemingfordgrey.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
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost * <b>20p/sheet</b>
	Photocopying/printing @ ..p per sheet (colour)	<b>n/a</b>
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority