

## Freedom of Information

### Guide to information available from Highburton CE (VC) First 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  <a href="http://www.highburtonfirst.org.uk">www.highburtonfirst.org.uk</a>	Free
Who's who in the school	<a href="http://www.highburtonfirst.org.uk/our-school/staff">http://www.highburtonfirst.org.uk/our-school/staff</a>	Free
Who's who on the governing body / board of governors and the basis of their appointment	<a href="http://www.highburtonfirst.org.uk/our-">http://www.highburtonfirst.org.uk/our-</a>	free

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	<a href="#">school/governors</a>	
Instrument of Government / Articles of Association	<a href="http://www.highburtonfirst.org.uk/our-school/governors">http://www.highburtonfirst.org.uk/our-school/governors</a>	free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<a href="http://www.highburtonfirst.org.uk">http://www.highburtonfirst.org.uk</a>	free
School prospectus	<a href="http://www.highburtonfirst.org.uk/our-school/school-prospectus-201415">http://www.highburtonfirst.org.uk/our-school/school-prospectus-201415</a>	Free
	Hard copy	free
Annual Report (if any)	N/A	

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Staffing structure	<a href="http://www.highburtonfirst.org.uk/our-school/staff">http://www.highburtonfirst.org.uk/our-school/staff</a>	Free
School session times and term dates	<a href="http://www.highburtonfirst.org.uk/parents/parent-information">http://www.highburtonfirst.org.uk/parents/parent-information</a>	Free
Address of school and contact details, including email address.	<a href="http://www.highburtonfirst.org.uk">http://www.highburtonfirst.org.uk</a>	Free
<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)  Hard copy available on request to school	4.5p per page/copy

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Annual budget plan and financial statements	Hard copy available on request to school	4.5p per page/ copy
Capital funding	Hard copy available on request to school	4.5p per page/ copy
Financial audit reports	Hard copy available on request to school	4.5p per page/ copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy available on request to school	4.5p per page/ copy
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).	Hard copy available on request to school	4.5p per page/ copy
Pay policy	Hard Copy Pay Policy	4.5p per

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		page/co py (30 pages)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<a href="http://www.highburtonfirst.org.uk/our-school/governors">http://www.highburtonfirst.org.uk/our-school/governors</a>	Free
<b>Class 3 – What our priorities are and how we are doing</b>	(hard copy or website)	
School profile (if any)  And in all cases:	<a href="http://www.highburtonfirst.org.uk/statutory/a">http://www.highburtonfirst.org.uk/statutory/a</a>	Free

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<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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<a href="#">ttainment-data</a>  <a href="https://reports.ofsted.gov.uk/provider/21/107715">https://reports.ofsted.gov.uk/provider/21/107715</a>	Free
Performance management policy and procedures adopted by the governing body.	Appraisal Policy	4.5p per page/copy (11 pages)
Performance data or a direct link to it	See above	-
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	No current plans	-

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Safeguarding and child protection	<a href="http://www.highburtonfirst.org.uk/safeguarding-1">http://www.highburtonfirst.org.uk/safeguarding-1</a>	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Governing Body Minutes of meetings. <a href="http://www.highburtonfirst.org.uk/our-school/governors">http://www.highburtonfirst.org.uk/our-school/governors</a>  Hard copy	Free   4.5p per page/co py

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Admissions policy/decisions (not individual admission decisions) – where applicable	<a href="http://www.kirklees.gov.uk/beta/admissions/policies-and-publications.aspx">http://www.kirklees.gov.uk/beta/admissions/policies-and-publications.aspx</a>	Free
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).	<a href="http://www.highburtonfirst.org.uk/our-school/governors">http://www.highburtonfirst.org.uk/our-school/governors</a>  Hard copy	Free  4.5p per page/copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	<a href="http://www.highburtonfirst.org.uk/our-">http://www.highburtonfirst.org.uk/our-</a>	Free



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<p>Current information only.</p> <p>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, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p><a href="#">school/policies</a></p> <p>Hard copy</p>	<p>4.5p per page/co py</p>
<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><a href="http://www.highburtonfirst.org.uk/statutory/gdpr">http://www.highburtonfirst.org.uk/statutory/gdpr</a></p> <p>Hard copy</p>	<p>Free</p> <p>4.5p per page/co</p>

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<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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p><a href="http://www.highburtonfirst.org.uk/our-school/policies">http://www.highburtonfirst.org.uk/our-school/policies</a></p> <p>Hard copy</p>	<p>Free</p> <p>4.5p per page/co py</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>List of Governors</p> <p><a href="http://www.highburtonfirst.org.uk/our-school/governors">http://www.highburtonfirst.org.uk/our-school/governors</a></p>	<p>Free</p>

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Curriculum circulars and statutory instruments	<a href="http://www.highburtonfirst.org.uk/curriculum-2">http://www.highburtonfirst.org.uk/curriculum-2</a>  Hard copy	Free  4.5p per page/copy
Disclosure logs	Gifts & Hospitality disclosure log.  Governors' Business Interests  Hard copy	4.5p per page/copy
Asset register		4.5p

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	Hard copy	per page/copy
Any information the school is currently legally required to hold in publicly available registers	-	-
<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)  Weekly Newsletter <a href="http://www.highburtonfirst.org.uk/parents/newsletters">http://www.highburtonfirst.org.uk/parents/newsletters</a>  Hard copy	Free  Free

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Extra-curricular activities	<p>Weekly Newsletter  <a href="http://www.highburtonfirst.org.uk/parents/newsletters">http://www.highburtonfirst.org.uk/parents/newsletters</a></p> <p>Hard copy</p>	<p>Free</p> <p>Free</p>
Out of school clubs	N/A	
Services for which the school is entitled to recover a fee, together with those fees	N/A	

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School publications, leaflets, books and newsletters	<a href="http://www.highburtonfirst.org.uk/">http://www.highburtonfirst.org.uk/</a>  Hard copy	Free  4.50 per page/c opy
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## SCHEDULE OF CHARGES

**This describes how the charges have been arrived at and should be published as part of the guide.**

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 4.5p per sheet (black & white)	Actual cost 4.5p per copy
	Photocopying/printing @ 7.2p per sheet (colour)	Actual cost 7.2p per copy
	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)

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<b>Other</b>		

\* the actual cost incurred by the public authority