



Freedom of Information

Guide to information available from Foxton School under the model publication scheme

Foxton 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 |
|--|-------------------------------------|-------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | (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 | Website | F.o.c |
| Instrument of Government | Website | F.o.c |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | Website | F.o.c |
| School prospectus | Website | F.o.c |
| Annual Report | Website | F.o.c |
| Staffing structure | Website | F.o.c |
| School session times and term dates | Website | F.o.c |

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| Class 2 – What we spend and how we spend it (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 | Hard copy from office | £2.50 |
| Capitalised funding | Hard copy from office | £0.50 |
| Additional funding | Hard copy from office | £0.30 |
| Procurement and projects | Hard copy from office | £0.30 |
| Pay policy | Hard copy from office | £2.50 |
| Staffing and grading structure | Hard copy from office | £0.50 |
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| <p>Class 3 – What our priorities are and how we are doing (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"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | <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>Website</p> | <p>F.o.c</p> |
| <p>Safeguarding – policies and procedures</p> | <p>Website</p> | <p>F.o.c</p> |
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| Class 4 – How we make decisions (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) | Website | F.o.c |
| 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>Class 5 – Our policies and procedures (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"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies | <p>Website Website Website Website Website Website Website Website</p> | <p>F.o.c F.o.c F.o.c F.o.c F.o.c F.o.c F.o.c F.o.c</p> |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline | <p>Website Website Website Website Website Website Website Website</p> | <p>F.o.c F.o.c F.o.c F.o.c F.o.c F.o.c F.o.c F.o.c</p> |
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| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies) | <p>Hard copy from office Hard copy from office Website</p> | <p>£0.50 £0.50 F.o.c</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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| Class 6 – Lists and Registers 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 (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | | |
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| <p>Class 7 – The services we offer (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>Website</p> | <p>F.o.c</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> |
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| <p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p> | | |
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Contact details: Foxtton Primary School

11 Hardman Road,

Foxtton,

Cambridge

CB2 6RN.

Tel: 01223 712447 email: office@foxtton.cambs.sch.uk

Website: www.foxttonprimary.co.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 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation |
| | | |
| Other | | |
| | | |