

## Freedom of Information Act 2000

Information available from **Headlands Primary School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<b>Class 1 - Who we are and what we do</b>		
Information about us; our structures, locations and contacts. Current information only		
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
Head teacher's contact details	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
Who's who in the school	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
Who's who on the governing body / board of governors and selection criteria for appointment	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
Governing body's contact details		
Instrument of Government / Articles of Association	<b>Hard copy:</b> School Office	5/10p per sheet
School prospectus	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
School session times and term dates	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
<b>Class 2 – What we spend and how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		

Annual budget and financial statements	<b>Hard copy:</b> School Office	5/10p per sheet
Capital funding	<b>Hard copy:</b> School Office	5/10p per sheet
Financial Audits reports	<b>Inspection only</b>	Free
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	<b>Hard copy:</b> School Office	5/10p per sheet
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	<b>Hard copy:</b> School Office	5/10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	<b>Hard copy:</b> School Office	5/10p per sheet
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	<b>Hard copy:</b> School Office	5/10p per sheet
Procurement and contracts we have entered into	<b>Hard copy:</b> School Office	5/10p per sheet
Details of any premiums we receive such as Pupil premium.	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
<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		
Annual Report (NA)		
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
Exam and assessment results	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
Performance tables	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a>	Free

	<b>Hard copy:</b> School Office	5/10p per sheet
Careers programme information (NA)		
The school's future plans e.g. proposals for and any consultation on the future of our school, such as a change in status.	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
School profile and performance data supplied to the English Government (or a direct link to the data)	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	<b>Hard copy:</b> School Office	5/10p per 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 and, where applicable, admission decisions.	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	<b>Hard copy:</b> School Office	5/10p per 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 and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
Safeguarding and child protection, including	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b>	Free 5/10p per sheet

protecting children's personal data	School Office	
Equality and Diversity	<b>Hard copy:</b> School Office	5/10p per sheet
Policies and procedures relating to recruitment and human resources	<b>Hard copy:</b> School Office	5/10p per sheet
Special educational needs	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
Pay Policy	<b>Hard copy:</b> School Office	5/10p per sheet
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	<b>Hard copy:</b> School Office	5/10p per sheet
Charging regimes and policies	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free 5/10p per sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	<b>Hard copy:</b> School Office	5/10p per sheet
CCTV (NA)		
Disclosure logs, ie information provided in response to FOIA/EIR requests	<b>Hard copy:</b> School Office	5/10p per sheet
Asset register and Information Asset register	<b>Inspection only</b>	Free
Any information we are currently legally required to hold in publicly available registers	<b>Inspection only</b>	Free

<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		
Extra-curricular activities	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
Out of school clubs	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
Services for which we are entitled to recover a fee, together with those fees	<b>Hard copy:</b> School Office	5/10p per sheet
Requests for paper copies of information	<b>School office</b> In person/email or phone 01904 762356	
Our publications, leaflets, books and newsletters	<b>Website:</b> <a href="http://www.headlandsprimary.org.uk/">http://www.headlandsprimary.org.uk/</a> <b>Hard copy:</b> School Office	Free  5/10p per sheet
<b>Additional Information</b> Any information that is not itemised in the lists above		
NONE		

## 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 @ 5p per sheet (black & white)	Actual cost incurred by the public authority
	Photocopying/printing @ 10p per sheet (colour)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> /2 <sup>nd</sup> class stamp