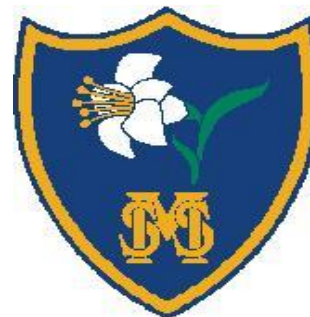


# Haddenham St Mary's CE School



## FREEDOM OF INFORMATION ACT POLICY & GUIDE TO INFORMATION AVAILABLE

Date agreed by <b>Finance, Pay and Personnel committee</b>	<b>8 July 2021</b>
Date to be reviewed ( <i>maximum 36 months after date above</i> )	<b>July 2022</b>
Date adopted by Governing Body	<b>October 2021</b>
Governors Committee accountable for review	<b>Finance &amp; Resources</b>
Staff member accountable for review	<b>Headteacher / DPL</b>
Governor accountable for monitoring	<b>Chair of Governors</b>

Haddenham St Mary's CE school have adopted the model Freedom of Information publication scheme which was prepared and approved by the UK's Information Commissioner. This can be found here: <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> .This commits us to make information available as part of our normal school activities at minimum inconvenience and cost to the public.

Any charges for routinely published material will be justified, transparent and kept to a minimum. Information which is published and accessed on our website will be provided free of charge. **If a parent requests a paper copy of information on our website, this will be provided free of charge.**

This Guide sets out what information is covered by the Freedom of Information publication scheme and how it can be obtained. It also includes a schedule of any charges.

If you would like to make a request for information under the Freedom of Information Act, this needs to be in writing. Please contact the Headteacher, Karen Collett:

Haddenham St Mary's CE School  
Aston Road  
Haddenham  
Bucks  
HP17 8AF

01844 291455

e-mail: [office@haddenham-st-marys.bucks.sch.uk](mailto:office@haddenham-st-marys.bucks.sch.uk)

## Guide to information available from Haddenham St Mary's CE School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p>School - this includes:</p> <ul style="list-style-type: none"> <li>● School name, postal address, telephone number and email address</li> <li>● Contact details of the member of staff who deals with queries from parents and members of the public</li> <li>● Name of the special needs co-ordinator (SENCo)</li> <li>● Staffing and names of key personnel</li> <li>● School session times, term dates and holidays.</li> </ul>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p>Governing board - this includes:</p> <ul style="list-style-type: none"> <li>● Contact details for the governing board</li> <li>● Details of the structure and responsibilities of the governing board and its committees</li> <li>● Full names of the chair of the governing board and the chair of each committee</li> <li>● Information about each governor (including associate members): <ul style="list-style-type: none"> <li>○ full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing board's instrument of government)</li> </ul> </li> </ul>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>

<ul style="list-style-type: none"> <li>○ relevant business and financial interests including:</li> <li>○ governance roles in other educational institutions</li> <li>○ any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)</li> <li>○ voting rights for associate members</li> <li>● Attendance record at governing board and committee meetings over the last academic year.</li> </ul>		
Instrument of Government	School website and/or available as a hard copy that can be requested	Free of charge
School prospectus	School website and/or available as a hard copy that can be requested	Free of charge
Annual Report  (The Annual Report has not been published since 2019).	School website and/or available as a hard copy that can be requested	Free of charge
Curriculum outline - this includes: <ul style="list-style-type: none"> <li>● the content of the curriculum in each academic year for every subject, including Religious Education even if it is taught as part of another subject or subjects, or is called something else</li> <li>● the names of any phonics or reading schemes being used in key stage 1</li> </ul>	School website and/or available as a hard copy that can be requested	Free of charge

<ul style="list-style-type: none"> <li>• how parents or other members of the public can find out more about the curriculum the school is following.</li> <li>• how school is complying with the duties under the Equalities Act 2010 and the Special Educational Needs and Disabilities Regulations 2014 about making the curriculum accessible to those with disabilities or special educational needs.</li> </ul>		
<p><b>Values and ethos</b></p> <p>A statement of the school's ethos and values.</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<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>	<p>Information on request as a hard copy</p>	<p>See schedule of charges</p>
<p>Annual budget plan and financial statements - including details of the sources of funding and income provided to the school by the local authority, central government or elsewhere annual income and expenditure returns.</p> <p>Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p> <p>*£2000 - in <a href="#">ICO's template guide to information</a> (which is aimed at smaller schools, in particular primary and nursery schools).</p>	<p>Information on request as a hard copy</p> <p>School website and/or available as a hard copy that can be requested</p>	<p>See schedule of charges</p> <p>Free of charge</p>
<p>Capital funding - information on major plans for capital expenditure. Details of capital funding allocated to (or by) the school along with information on related</p>		

building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.	Information on request as a hard copy	See schedule of charges
Financial audit reports  Our last audit was 2009.	Information on request as a hard copy	See schedule of charges
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).  Details of contracts where the school has gone through a formal tendering process.	Information on request as a hard copy	See schedule of charges
Pay policy - statement of the school's policy and procedures regarding teachers' pay.	School website and/or available as a hard copy that can be requested	Free of charge
Staff allowances and expenses that can be incurred or claimed (including travel, subsistence and accommodation), with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Information on request as a hard copy	See schedule of charges

<p>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent whose basic salary is at least £60,000 per annum) in bands of £10,000; for more junior posts, levels of pay should be identified by salary range.</p> <p>How many school employees have a gross annual salary of £100,000 or more, in increments of £10,000.</p> <p>School financial benchmarking information - via a link to the GOV.UK website page dedicated to the school (follow the prompts to find your school's specific page):  <a href="https://schools-financial-benchmarking.service.gov.uk/?_ga=2.208436628.78538087.1604929901-765162140.1576836418">https://schools-financial-benchmarking.service.gov.uk/?_ga=2.208436628.78538087.1604929901-765162140.1576836418</a></p>	<p>Information on request as a hard copy</p> <p>School website and/or available as a hard copy that can be requested</p>	<p>See schedule of charges</p> <p>Free of charge</p>
<p>Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.</p>	<p>Information on request as a hard copy</p>	<p>See schedule of charges</p>
<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: The School development Plan - current and last year's, assessment headlines.</p> <p>School profile (if any)</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the Government or a direct link to the data, including:</li> <li>• The latest Ofsted report or a link to the report on the Ofsted website</li> <li>• Post-inspection action plan</li> <li>• Schools must include a link to the school and college performance tables and their performance tables page</li> </ul>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>

Performance management policy and procedures adopted by the governing body.	Information on request as a hard copy	See schedule of charges
<p><b>Exam and assessment results</b></p> <p>Schools are not required to publish their exam and assessment results from 2019 to 2020 academic year as these have not been published as performance measures by the Secretary of State. They must, however, continue to display 2018 to 2019 performance measures until new performance measures are published. They should be clearly marked that these performance measures are not current. There's further information on <a href="#">school and FE accountability expectations for the 2019 to 2020 academic year</a></p>	School website and/or available as a hard copy that can be requested	Free of charge
<p><b>Pupil premium</b></p> <p>Schools must publish a strategy for their use of the <a href="#">pupil premium</a>.</p> <p>Schools may wish to plan their pupil premium use over 3 years. They should aim to update the online strategy statement by the end of the autumn term each year to reflect their plans for the academic year after assessing the needs of pupils, both new and existing.</p> <p>For the current academic year, this must include:</p> <ul style="list-style-type: none"> <li>● the school's pupil premium grant allocation amount</li> <li>● a summary of the main barriers to educational achievement faced by eligible pupils at the school</li> <li>● how the pupil premium will be spent to overcome those barriers and the reasons for that approach</li> <li>● how the effect of the pupil premium will be measured</li> <li>● the date of the next review of the school's pupil premium strategy</li> </ul>	School website and/or available as a hard copy that can be requested	Free of charge



<p>For the previous academic year, this must include:</p> <ul style="list-style-type: none"> <li>• how the pupil premium allocation was spent</li> <li>• the effect of the expenditure on pupils.</li> </ul> <p>(The DfE understands that evaluating the pupil premium’s impact in the 2019 to 2020 academic year will present difficulties as a result of reduced numbers of pupils having attended between March and July 2020.</p> <p>Instead, it says that schools may wish to monitor and report on the grant’s impact at the end of the current financial year, bearing in mind their duty to update this information at least annually, covering the whole period since September 2019.)</p>		
<p><b>Coronavirus (COVID-19) catch-up premium</b></p> <p>If schools get the coronavirus (COVID-19) catch-up premium grant in academic year 2020 to 2021, they should publish details of:</p> <ul style="list-style-type: none"> <li>• how it is intended that the grant will be spent</li> <li>• how the effect of this expenditure on the educational attainment of those pupils at the school will be assessed.</li> <li>•</li> </ul> <p>Read further information on the <a href="#">coronavirus (COVID-19) catch-up premium</a>.</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p><b>PE and sport premium for primary schools</b></p> <p>If schools receive <u>PE (physical education) and sport premium funding</u>, they must publish:</p> <ul style="list-style-type: none"> <li>• the amount of premium received</li> <li>• a full breakdown of how it has been spent</li> <li>• the impact the school has seen on pupils’ PE, physical activity, and sport participation and attainment</li> <li>• how the improvements will be sustainable in the future.</li> </ul>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>

<p><b>Special educational needs and disability (SEND) information</b>  Schools must publish an Information Report on their website about the implementation of their policy for pupils with SEN and should update it annually.</p> <p>It should be updated with any changes occurring during the year as soon as possible. The report must comply with section 69 of the Children and Families Act 2014, meaning that it must contain:</p> <ul style="list-style-type: none"> <li>● the ‘SEN Information’ specified in schedule 1 to the Special Educational Needs and Disability Regulations 2014. (Statutory guidance on this is contained in section 6.79 to 6.82 of the Special educational needs and disability code of practice: 0 to 25 years)</li> <li>● information as to:</li> <li>● the arrangements for the admission of disabled pupils</li> <li>● the steps that have taken to prevent disabled pupils from being treated less favourably than other pupils</li> <li>● the facilities provided to help disabled pupils to access the school</li> <li>● the plan prepared under paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan) for: <ul style="list-style-type: none"> <li>● increasing the extent to which disabled pupils can participate in the school’s curriculum</li> <li>● improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school</li> <li>● improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.</li> </ul> </li> </ul>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p>The <b>school’s future plans</b>; for example, proposals for and any consultation on the future of the school, such as a change in status.</p>	<p>Information on request as a hard copy</p>	<p>See schedule of charges</p>
<p><b>Safeguarding and child protection</b> - the policies and procedures in place to ensure that the school exercises its functions to safeguard and promote the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>

<p><b>Class 4 - How we make decisions</b></p> <p>Current and previous three years as a minimum for:</p> <p>Admissions policy/decisions (not individual admission decisions) - where applicable</p> <p>The school's admission arrangements and procedures, together with information about the right to appeal. This should include information on application numbers/patterns of successful applicants (including criteria on which applications were successful), if this is held by the school.</p> <p>As the school is not its own admissions authority, it should provide a link to the local authority.</p> <p><b>Community schools and voluntary-controlled schools</b> Where the local authority manages the admissions process, parents should be referred to the local authority for information on admission and appeal arrangements.</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p>Agendas and minutes of meetings of the governing board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Information on request as a hard copy</p>	<p>See schedule of charges</p>
<p><b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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, or by the English government - see row below.</p> <p>These will include policies and procedures for handling information requests.</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>

DfE List of Statutory Policies (as at 1 January 2021):

Admission arrangements (on website)	Charging and remissions (on website)
Data Protection (on website)	Protection of biometric information of children (n/a)
<del>Register of pupils' admission to school and attendance</del> see note in Class 6	School information published on a website (on website)
School complaints (on website)	Capability of staff (capability policy available on request)
Newly qualified teachers/ Early Career Teachers (on website)	Staff discipline, conduct and grievance (procedures for addressing) (conduct & discipline policy/grievance policy/staff code of conduct available on request)
Single central record of recruitment and vetting checks (in place but not available for public reference)	Statement of procedures for dealing with allegations of abuse against staff (on website)
Teachers' pay (on website)	Accessibility plan (on website)
Child protection policy and procedures (on website)	Children with health needs who cannot attend school(remote learning policy on website)
Designated teacher for looked-after and previously looked-after children (on website)	Early years foundation stage (EYFS) (on website)
Special educational needs and disability (on website)	Supporting pupils with medical conditions (on website)

Sex and relationships education (on website)	Behaviour in schools (on website)		
Behaviour principles written statement (on website)	School exclusion (on website - included in Behaviour policy)		
Health and safety (on website)	First aid in schools (on website)		
Premises management documents (COSHH/Asbestos/Fire policies and support documents available on request)	Equality information and objectives (public sector equality duty) statement for publication (on website)		
Governors' allowances (schemes for paying) (available on request)	Instrument of Government		
Register of business interests of headteachers and governors (on website)	Careers guidance: details of careers programme and a provider access statement (n/a)		
For more information from DfE on the individual policies, procedures etc: <a href="#">Statutory policies for schools and academy trusts</a>			
<b>Behaviour Policy</b> The behaviour policy must comply with <a href="#">Section 89 of the Education and Inspections Act 2006</a> .  <a href="#">DfE guidance on developing and publishing a school behaviour policy</a> .		School website and/or available as a hard copy that can be requested	Free of charge
<b>Equality and diversity</b> To include policies, schemes, statements, procedures and guidelines relating to equal opportunities.  <b>Equality objectives</b>		School website and/or available as a hard copy that can be requested	Free of charge

<p>As public bodies, local-authority-maintained schools must comply with the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.</p> <p>This means schools must publish:</p> <ul style="list-style-type: none"> <li>• details of how they comply with the <u>public sector equality duty</u> - must be updated every year</li> <li>• the school's equality objectives - must be updated at least once every 4 years.</li> </ul> <p><u>The Equality Act 2010 and Advice for Schools</u> provides information on how schools can demonstrate compliance, for example, including details of how they are:</p> <ul style="list-style-type: none"> <li>• eliminating discrimination (see the Equality Act 2010)</li> <li>• advancing equality of opportunity - between people who share a protected characteristic and people who do not share it</li> <li>• consulting and involving those affected by inequality, in the decisions taken to promote equality and eliminate discrimination (affected people could include parents, pupils, staff and members of the local community).</li> </ul>		
<p><b>Policies and procedures for the recruitment of staff</b></p> <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p>	<p>Information on request as a hard copy or by email</p>	<p>See schedule of charges</p>
<p><b>Complaints procedure</b></p> <p>Schools must publish details of their complaints procedure, which must comply with <u>section 29 of the Education Act 2002</u>.</p> <p>DfE <u>guidance on developing your school's complaints procedure</u>.</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>

<p>Schools must also publish (as part of their [SEND information report](#send)) any arrangements for handling complaints from parents of children with SEND about the support the school provides.</p>		
<p><b>Records management and personal data policies, including:</b></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>Information on request as a hard copy</p> <p>School website and/or available as a hard copy that can be requested</p>	<p>See schedule of charges</p> <p>Free of charge</p>
<p><b>Charging regimes and policies</b>  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><b>Charging and remissions policies</b>  Schools must publish their charging and ‘remissions’ policies (this means when you cancel fees). The policies must include details of:</p> <ul style="list-style-type: none"> <li>• the activities or cases where your school will charge pupils’ parents</li> <li>• the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy</li> </ul>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>

(Read about <a href="#">school charging and remission.</a> )		
<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>We have sought clarity from our DPO as to examples of relevant lists and registers - the school calendar/diary was the only example cited.</p>	Information on request as a hard copy. Some information may only be available by inspection	See schedule of charges
Curriculum circulars and statutory instruments	n/a	n/a
<p>Disclosure logs</p> <p>If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.</p>	Information on request as a hard copy	See schedule of charges
<p>Asset register</p> <p>The ICO expects some information from capital asset registers to be available if such registers are held.</p>	Information on request as a hard copy	See schedule of charges
<p>Any information the school is currently legally required to hold in publicly available registers</p> <p>When approached by our DPO for clarity, the ICO were unable to provide examples of this type of data.</p>	n/a	n/a



<p><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).</p> <p>Generally this is an extension of the Class 1 - Who are we and what we do information, and may also relate to information covered in other Classes.</p> <p>Current information only</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p>Extra-curricular activities</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p>Out of school clubs</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p>Services for which the school is entitled to recover a fee, together with those fees - Happy Hedgehogs (wrap around care), Little Forest Friends and lettings</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>
<p>School leaflets and newsletters</p>	<p>School website and/or available as a hard copy that can be requested</p>	<p>Free of charge</p>

## SCHEDULE OF CHARGES

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

*If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to providing the information. At our discretion, we may charge an additional administration fee for the time involved in generating the paperwork.*

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @30p per sheet (black & white)	Actual cost 26p per sheet
	Photocopying/printing @35p per sheet (colour)	Actual cost 28p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the school