

**Freedom of Information
Guide to information available from Hatherleigh School under the model publication scheme**

Reviewed August 2024

Information to be published	How the information can be obtained	Links
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard Copy and/or Website	Available throughout the website
Who's who in the school	Hard Copy and/or Website	https://www.hatherleigh-pri.devon.sch.uk/whos-who/
Who's who on the governing body and the basis of their appointment	Hard copy	https://www.hatherleigh-pri.devon.sch.uk/governors-information/
Instrument of Government	Hard Copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	HT: https://www.hatherleigh-pri.devon.sch.uk/our-school-1/ Gov's: https://www.hatherleigh-pri.devon.sch.uk/governors-information/
Staffing structure	Hard copy	
School session times and term dates	Hard Copy and/or Website	School session (opening and registration times): https://www.hatherleigh-pri.devon.sch.uk/opening-times/ Term dates: https://www.hatherleigh-pri.devon.sch.uk/term-dates/
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	The information contained within finance-2021.pdf would benefit from reformatting to include header row on each page and ensure all the text in the document is visible (e.g. page 1, some text is missing at the foot of the page).
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances	Hard copy	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard Copy and/or Website	https://www.hatherleigh-pri.devon.sch.uk/ofsted-and-performance-data/
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	https://www.hatherleigh-pri.devon.sch.uk/ofsted-and-performance-data/
Performance management policy and procedures adopted by the governing body.	Website	https://www.hatherleigh-pri.devon.sch.uk/management-policies/
Schools future plans	Hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy and/or Website	
Admissions policy/decisions (not individual admission decisions)	Hard Copy and/or Website	https://www.hatherleigh-pri.devon.sch.uk/admissions/
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy and/or Website	https://www.hatherleigh-pri.devon.sch.uk/governing-board-minutes/
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and respo Current information only	Hard Copy and/or Website	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies 	Website Website Website Hard copy Hard copy Hard copy Hard copy Website	https://www.hatherleigh-pri.devon.sch.uk/management-policies/ https://www.hatherleigh-pri.devon.sch.uk/management-policies/ https://www.hatherleigh-pri.devon.sch.uk/management-policies/ https://www.hatherleigh-pri.devon.sch.uk/management-policies/

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• Staff recruitment policies	DCFS Guidelines (DoE now?)	Staffing and employment advice for schools - is this correct?
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	Website Website Website Website Website Website Website Website	<ul style="list-style-type: none"> • Hcps-home-school-agreement-2022.pdf • Curriculum Hatherleigh Community Primary School • P.S.H.E Hatherleigh Community Primary School • SEND Hatherleigh Community Primary School • HCPS Accessibility Plan 2020-23 • Equality Policy Hatherleigh Community Primary School • HCPS Collective Worship Policy • Pupil Discipline - Gov. Guidelines
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Website DCFS Guidelines (DoE now?) Website	Information Security Policy Data Protection
Charging regimes and policies. 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.	Website	Charging and Remissions Policy
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard Copy and/or Website N.B. Some information may only be available by inspection	
Extra-curricular activities	Hard copy	
Out of school clubs	Hard copy	
School publications	Hard copy	

Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets books and newsletters	Website	Available throughout the website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: Headteacher, Hatherleigh Community Primary School, South Street, Hatherleigh Devon EX20 3JB. Tel 01837 810248. Email: admin@hatherleigh-pri.devon.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
Disbursement cost	Photocopying/printing @ 20p per sheet (black & white)	Actual cost 20p
	Photocopying/printing @50p per sheet (colour)	Actual cost 50p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Administration	Administration cost	£10 per hour