

Freedom of Information

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

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 / Hard Copy	
Who's who on the governing body / board of governors and the basis of their appointment	Website / Hard Copy	
Memorandum and Articles of Association	Website / Hard Copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website / Hard Copy	

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School prospectus (if any)	Website / Hard Copy	
Staffing structure	Hard / Electronic Copy	
School session times and term dates	Website / Hard Copy	
Address of school and contact details, including email address.	Website / Hard Copy	
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	Website	

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Capital funding	Hard / Electronic Copy	
Financial audit reports	Website / Hard 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/ Electronic Copy	
Pay policy	Hard / Electronic Copy	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Website	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard / Electronic Copy	

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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 (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Government supplied Performance data • The latest Ofsted Report • Post-inspection action plan 	<p>Website</p> <p>Website / Hard Copy</p> <p>Hard copy</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard / Electronic Copy</p>	
<p>Performance data or a direct link to it</p>	<p>Website / Hard / Electronic Copy</p>	

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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website / Hard Copy	
Safeguarding and child protection	Website / Hard Copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website / Hard Copy	
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).	Electronic / Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and	(Hard Copy or Website)	

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<p>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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</p> <p>Appeal Against Centre's Decision Regarding Post Results Services Policy Education and Training Provider Access Policy Examination Disability Policy Non-Exam Assessment Policy Relationships, Health and Sex Education Policy Review of Internal Assessed Marks Policy Special Educational Needs Policy Investment Policy Absence Management Policy Adoption Policy Appeals Procedure</p>		
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<p>Appraisal Policy Capability Procedure Code of Conduct for Teaching and Support Staff DBS Policy / Single Central Register# Disciplinary Procedure Flexible Working Policy Collective Grievance Policy and Procedure for Teaching and Support Staff in Academies Grievance Procedure Ill Health and Sickness Management Policy Employee Internet Email and Acceptable Usage Policy Lone Working Policy Pay Policy Reserves Policy Redundancy Policy and Procedure Probation Procedure for Support Staff Shared Parental Leave Staff use of their Cars on School Business Whistleblowing Policy</p>		
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<p>Food Safety and Allergens Policy Health and Safety Policy New and Expectant Mothers at Work Procedure Admissions Policy Educational Visits Policy E-Safety Policy Health and Wellbeing Policy Positive Behaviour Policy Pupils with Medical Needs and Medical Conditions Policy Safeguarding Child Protection Policy The use of Reasonable Force, Authority to Search and Violence and Aggression to Staff Policy Accessibility Plan Complaints Procedure Single Equalities Policy Governor Code of Conduct</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> Information security policies 	<p>Website / Hard Copy</p>	

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<ul style="list-style-type: none"> Records retention, destruction and archive procedures Data protection (including information sharing policies) 	Electronic / Hard Copy Website / Hard Copy	
<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>Charging and Remissions Policy</p>	Website / Hard Copy	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	DfE website	

Freedom of Information

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Disclosure logs		
Asset register	Electronic	
Any information the school is currently legally required to hold in publicly available registers		
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 or website; some information may only be available by inspection)	
Extra-curricular activities	Website	
Services for which the school is entitled to recover a fee, together with those fees		
Schedule of lettings fees	Electronic / Hard Copy	

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<p>School publications, leaflets, books and newsletters</p> <p>Prospectus 6th Form Prospectus Options Publications Weekly Headlines</p>	<p>Website / Hard / Electronic Copy</p>	
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CHARGES

Information, in most cases, can be downloaded from the website or supplied electronically free of charge. Where information is not available on the website/electronically or a hard copy is required, a charge of 5pm per sheet will be made to cover printing and administration costs. Postage will be charged additionally. This fee is payable before the information is sent. Single copies of information covered by this publication are provided free of charge unless otherwise specified.