

Freedom of Information

Guide to information available from Hiltingbury Infant School under the model publication scheme

Name of School:	Hiltingbury Infant School
Name of Responsible Headteacher:	Mrs Phillippa Longman
Date Reviewed	February 2022
Review date	February 2025

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>	<p>Website details: www.hiltingbury-inf.hants.sch.uk</p> <p>Hard copies all available from school. Contact details below.</p> <p>NOTE: all requests must be put in writing and any charges incurred paid in advance.</p>	none
Who's who in the school	Website	none
Who's who on the governing body and the basis of their	Website	none

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appointment		
Instrument of Government	Hard copy	3p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	None
School prospectus	Website or hard copy	£3
Annual Report	N/A	
Staffing structure	Website	none
School session times and term dates	Website	none
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		
Annual budget plan and financial statements	Hard copy	3p per sheet
Capitalised funding	Hard copy	3p per sheet
Additional funding	Hard copy	3p

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		per sheet
Procurement and projects	Hard copy - if we have any ongoing	3p per sheet
Pay policy	Hard copy	3p per sheet
Staffing and grading structure	Hard copy	3p per sheet
Governors' allowances	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Performance management policy and procedures adopted by the governing body.	Hard copy	3p per sheet

Freedom of Information

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Schools future plans	Hard copy	3p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	3p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	3p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and Remissions policy • Health and Safety • Complaints procedure • Code of conduct • Discipline and grievance policies • Staffing structure • Equal opportunities policy 	Hard copy and/or website	3p per sheet

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<ul style="list-style-type: none"> • Staff recruitment policies • Attendance • Absence management • Confidentiality • Freedom of information • Internet Access policy 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Teaching and Learning • Sex and Relationship policy • Special educational needs and disability • Accessibility • Race equality • Collective worship • Behaviour policy and anti bullying policy • Child protection • Marking policy 	Hard copy and/or website	3p per sheet
<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>N/A N/A Hard copy and/or website</p>	3p per sheet
Charging regimes and policies.	Hard copy and/or website	3p per

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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.		sheet
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	3p per sheet
Disclosure logs	N/A	
Asset register	Hard copy	3p per sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	N/A	
Class 7 – The services we offer	(hard copy or website; some	

Freedom of Information

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	information may only be available by inspection)	
Extra-curricular activities	website	
Out of school clubs	website	
School publications	website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	3p per sheet
Leaflets books and newsletters	website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Phillippa Longman, Headteacher
Hiltingbury Infant School
Hiltingbury Road
Chandlers Ford, Eastleigh

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Hampshire
SO53 5NP

02380 265414

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 @ 3p per sheet (black & white)	Actual cost 3p
	Photocopying/printing @ 6p per sheet (colour)	Actual cost 6p
	Postage-as per current costs Will use second class postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote

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		the actual statute)
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* the actual cost incurred by the public authority