

## Information available from Fleet Infant School under the model publication scheme

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

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>This will be current information only</p>	<p><b>Website</b>  <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
<p>Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p><b>Website</b>  <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
<p>Head teacher's contact details</p>	<p><b>Website</b>  <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	

Who's who in the school	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
Who's who on the governing body / board of governors and selection criteria for appointment	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
Governing body's contact details		
Instrument of Government / Articles of Association	Contact the Clerk via the school office	
School prospectus (if any)	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
School session times and term dates	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
<b>Class 2 – What we spend and how we spend it</b>	Hard copy via the school office	
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	Hard copy via the school office	

Capital funding	Hard copy via the school office	
Financial Audits reports	Hard copy via the school office	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy via the school office	
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	Hard copy via the school office	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy via the school office	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy via the school office	
Procurement and contracts we have entered into	Hard copy via the school office	
Details of any premiums we receive such as Pupil premium.	Hard copy via the school office	

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	<p>Hard copy or website  <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
Annual Report	<p>Hard copy or website  <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
<p>Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>)</p> <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report <ul style="list-style-type: none"> <li>• - Post-inspection action plan</li> </ul> </li> </ul>	<p>Hard copy or website  <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
Exam and assessment results	<p>Hard copy or website  <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
Performance tables	<p>Hard copy or website  <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	

<p>The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.</p>	<p>Hard copy or website <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
<p>School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)</p>	<p>Hard copy or website <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
<p>Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health &amp; Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant</p>	<p>Hard copy or website <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a></p>	
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>	

Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	Hard copy or website <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy via school office	
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
Safeguarding and child protection, including protecting children’s personal data	Hard copy via school office	

Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Hard copy via school office	
Policies and procedures relating to recruitment and human resources	Hard copy via school office	
Special educational needs	Hard copy via school office	
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Hard copy via school office	
Pay Policy	Hard copy via school office	
Records management (Information security policies <ul style="list-style-type: none"> <li>• Records retention, destruction and archive policies)</li> </ul> Data protection (including information sharing and CCTV usage policies)	Hard copy via school office	
Charging regimes and policies	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	

(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy via school office	
Asset register and Information Asset register	Hard copy via school office	
Any information we are currently legally required to hold in publicly available registers	Hard copy via school office	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses  Current information only		
Extra-curricular activities	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
Out of school clubs	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
Services for which we are entitled to recover a fee, together with those fees	Hard copy of lettings policy available	
Requests for paper copies of information	Hard copy via school office	
Our publications, leaflets, books and newsletters	<b>Website</b> <a href="http://www.fleet.hants.sch.uk">www.fleet.hants.sch.uk</a>	
<b>Additional Information</b>  Any information that is not itemised in the lists above		

## 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 @ 0.25p per sheet (black & white)	Actual cost
	Photocopying @ 2.5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		