

FLEET INFANT SCHOOL

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E-mail: info@fleet.hants.sch.uk**Policy: Freedom of Information****Reviewed September 2026, Next Review due: September 2029****Ratified by the Governing Body: September 2026**

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

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

Information to be published	How you can obtain the information
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts This will be current information only	Website www.fleet.hants.sch.uk
Contact details for the school, postal and email address.	Website www.fleet.hants.sch.uk
Headteacher's contact details (Can be contacted via the school office, information as above)	Website www.fleet.hants.sch.uk
Who's who in the school	Website www.fleet.hants.sch.uk
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website www.fleet.hants.sch.uk
Instrument of Government / Articles of Association	Contact the Clerk via the school office
School prospectus (if any)	Website www.fleet.hants.sch.uk
School session times and term dates	Website www.fleet.hants.sch.uk
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Hard copy via the school office

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
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
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 or website www.fleet.hants.sch.uk
Annual Report	Hard copy or website www.fleet.hants.sch.uk
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>) - Summary - Full report • - Post-inspection action plan	Hard copy or website www.fleet.hants.sch.uk
Exam and assessment results	Hard copy or website www.fleet.hants.sch.uk
Performance tables	Hard copy or website www.fleet.hants.sch.uk
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy or website www.fleet.hants.sch.uk
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)	Hard copy or website www.fleet.hants.sch.uk
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy or website www.fleet.hants.sch.uk
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	(Hard copy or website)

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 www.fleet.hants.sch.uk
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
Class 5 – Our policies and procedures	(Hard copy or website)
Current written protocols, policies and procedures for delivering our services and responsibilities	
Current information only	
School policies and other documents, such as behaviour policy, anti-bullying policy, Online Safety, values and ethos etc.	Website www.fleet.hants.sch.uk
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 Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Hard copy via school office
Charging regimes and policies	Website www.fleet.hants.sch.uk
(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	
Class 6 – Lists and Registers	(Hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only (this does not include the attendance register)	
Curriculum circulars and statutory instrments	Website www.fleet.hants.sch.uk
Disclosure logs, i.e. 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
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 www.fleet.hants.sch.uk
Out of school clubs	Website www.fleet.hants.sch.uk
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	Website www.fleet.hants.sch.uk
Additional Information Any information that is not itemised in the lists above	

Schedule of charges

Where information is available on our school website, there is no charge. However, requests that require a significant amount of staff time and may involve hard copy printing and postage costs (outlined below) (e.g. Class 2 requests), may be subject to a £12 fee per item requested.

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 @ 0.25p per sheet (black & white)	Actual cost
	Photocopying @ 2.5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		