

Guide to information available from Horrabridge Primary and Nursery School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained
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)
Who's who in the school	https://horrabridge.secure-primarysite.net/key-information/
Who's who on the governing body / board of governors and the basis of their appointment	https://horrabridge.secure-primarysite.net/governor-information/
Instrument of Government / Articles of Association	Original Held by the LA, a copy available from the school office

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	https://horrabridge.secure-primarysite.net/contact-details/
Staffing structure	School Administration Office
School session times and term dates	School website
Address of school and contact details, including email address.	https://horrabridge.secure-primarysite.net/contact-details/
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	School Administration Office

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Capital funding	School Administration Office
Financial audit reports	School Administration Office
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	School Administration Office
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).	School Administration Office
Pay policy	School Administration Office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	School Administration Office
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.	School Administration Office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School Administration Office

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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)
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 • The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report • Post-inspection action plan	School website
Performance management policy and procedures adopted by the governing body.	School Administration Office
Performance data or a direct link to it	School website
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Administration Office
Safeguarding and child protection	School website

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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/decisions (not individual admission decisions) – where applicable	https://horrabridge.secure-primarysite.net/admissions-1/
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).	https://horrabridge.secure-primarysite.net/minutes-of-full-governing-body-meetings/ And the School Administration Office

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	(hard copy or website) https://horrabridge.secure-primariesite.net/key-information/ And the School Administration Office
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	School Administration Office
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	Freedom of Information Request Handling Policy available from the

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clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	School Administration Office
Class 6 – Lists and Registers 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	School Administration Office
Disclosure logs	School Administration Office
Asset register	School Administration Office
Any information the school is currently legally required to hold in publicly available registers	School Administration Office

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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	https://horrabridge.secure-primarysite.net/school-clubs/
Out of school clubs	https://horrabridge.secure-primarysite.net/breakfast-club/ https://horrabridge.secure-primarysite.net/after-school-club/
Services for which the school is entitled to recover a fee, together with those fees	School website
School publications, leaflets, books and newsletters	School website

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SCHEDULE OF CHARGES

Extract from Horrabridge Primary and Nursery School's "Freedom of Information Request Handling Policy" January 2020:

9.0 Charging for requests

9.1 There is no provision for charging applicants a fee for making requests under the FOI Act. However, the School is permitted to charge applicants for disbursements, such as postage or photocopying (at a rate of no more than 10p per sheet). As a general policy, the School will only charge applicants a disbursement fee, if they request a printed copy of the information which amounts to 500 sheets or more. The School will not charge applicants for disclosures made in electronic format. Where a fee is applied, the School is not obliged to disclose the information until it has received the necessary payment beforehand.

9.2 If an information request falls under the EI Regulations, the School may charge the applicant a reasonable fee for making the information available. Any charges made will be in accordance with regulation 8 of the EI Regulations (*charging*) and will be published on the School's website at www.horrabridge-primary.devon.sch.uk

9.3 The School recognises that it cannot charge a fee for allowing an applicant to view public registers or lists of environmental information held by the School, or to examine the information requested at the place which the public authority makes available for that examination.

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9.4 When making a charge, whether for information that is proactively disseminated or provided on request, the charge will not exceed the cost of producing the information unless the School is entitled to levy a market-based charge for the information.

9.5 Applicants will be notified via a 'fees notice', if their request will be subject to a fee. Applicants will have 3 months to make their payment from the date of the fees notice. If payment has not been received by the School within this time, the request will be closed and disclosure will not be made.