

Freedom of Information - guide to information available from **Chalk Ridge Primary School** under the model publication scheme (updated Nov 23).

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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: http://www.chalkridgepri.hants.sch.uk Hard Copy School Office</p>	<p>Free</p> <p>10p/sheet</p>
<p>Who’s who in the school</p>	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy School Office</p>	<p>Free</p> <p>10p/sheet</p>
<p>Who’s who on the governing body / board of governors and the basis of their appointment</p>	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office</p>	<p>Free</p> <p>10p/sheet</p>
<p>Instrument of Government / Articles of Association</p>	<p>Hard Copy: School Office</p>	<p>10p/sheet</p>
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy:</p>	<p>Free</p> <p>10p/sheet</p>

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	School Office	
School prospectus (if any)	Hard Copy: School Office	Free
Annual Report (if any)	N/A	
Staffing structure	Website: http://www.chalkridgepri.hants.sch.uk	Free
School session times and term dates	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet
Address of school and contact details, including email address.	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet

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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	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard Copy: School Office	10p/sheet
Capital funding	Hard Copy: School Office	10p/sheet
Financial audit reports	Hard Copy: School Office	10p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy: School Office	10p/sheet
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 Copy: School Office	10p/sheet
Pay policy	Hard Copy: School Office	10p/sheet
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.	Hard Copy: School Office	10p/sheet

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<p>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.</p>	<p>Hard Copy: School Office</p>	<p>10p/sheet</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office</p>	<p>Free 10p/sheet</p>
<p>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</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> - Summary - Full report 	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office</p>	<p>Free 10p/sheet</p>

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<ul style="list-style-type: none"> Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet
Performance data or a direct link to it	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy: School Office	10p/sheet
Safeguarding and child protection	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet
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	Hard Copy: School Office	10p/sheet

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meetings).		
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.	How the information can be obtained	Cost
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet
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 clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet

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<p>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").</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>How the information can be obtained (some information may be inspection only)</p>	<p>Cost</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office</p>	<p>Free 10p/sheet</p>
<p>Disclosure logs</p>	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office</p>	<p>Free 10p/sheet</p>
<p>Asset register</p>	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office</p>	<p>Free 10p/sheet</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office</p>	<p>Free 10p/sheet</p>

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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	How the information can be obtained (may be inspection only)	Cost
Extra-curricular activities	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free
Out of school clubs	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet
School publications, leaflets, books and newsletters	Website: http://www.chalkridgepri.hants.sch.uk Hard Copy: School Office	Free 10p/sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	n/a	

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

* the actual cost incurred by the public authority

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		