

Freedom of Information

Guide to information available from Queen's Inclosure Primary School under the model publication scheme

| Information to be published | How the information can be obtained (hard copy/website) | Cost |
|--|---|------|
| <p>Class 1 - Who we are and what we do</p> <p>Queen's Inclosure Primary School, Cornelius Drive, Waterlooville, Hampshire, PO7 8NT Telephone: 023 9226 8067 Fax: 023 9226 8094 Website: www.queensinclosure.hants.sch.uk Contact: adminoffice@queensinclosure.hants.sch.uk</p> | <p>School website www.queensinclosure.hants.sch.uk</p> | n/a |
| Who's who in the school | School website | n/a |
| Who's who on the governing body and the basis of their appointment | Governing Body Constitution www3.hants.gov.uk/schooldetails?dfes=2750 | n/a |
| Instrument of Government | Clerk to Governors | n/a |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | School Website Clerk to Governors | n/a |
| School prospectus | School website or hardcopy via school office | n/a |
| Annual Report | See Annual Governor's Newsletter – school website | n/a |
| Staffing structure | Head teacher | n/a |
| School session times and term dates | School website or school office | n/a |

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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 (hard copy/website) | Cost |
|---|--|------------------|
| Annual budget plan and financial statements | School Bursar, via school office or adminoffice@queensinclosure.hants.sch.uk | Photocopy charge |
| Capitalised funding | School Bursar | Photocopy charge |
| Additional funding | School Bursar | Photocopy charge |
| Procurement and projects | School Bursar | Photocopy charge |
| Pay policy | Hard copy from school office | Photocopy charge |
| Staffing and grading structure | Headteacher via school office | Photocopy charge |
| Governors’ allowances | School Bursar or Clerk to Governors | Photocopy charge |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | How the information can be obtained (hard copy/website) | Cost |
|---|--|------------------|
| Current information as a minimum | | |
| School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | School website or hardcopy from school office | Photocopy charge |
| Performance management policy and procedures adopted by the governing body. | Hard copy from school office | Photocopy charge |
| Schools future plans | School website or Headteacher | Photocopy charge |
| Every Child Matters – policies and procedures | School website or Headteacher | Photocopy charge |
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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 | How the information can be obtained (hard copy/website) | Cost |
|---|--|------------------|
| Admissions policy/decisions (not individual admission decisions) | Hardcopy available from the school office. Admissions Policy on school website | n/a |
| Agendas of meetings of the governing body and (if held) its sub-committees | Clerk to the Governors | Photocopy charge |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | Clerk to the Governors | Photocopy charge |
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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 | How the information can be obtained (hard copy/website) | Cost |
|---|--|------------------|
| School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies | Hardcopy available from school office or Clerk to Governors | Photocopy charge |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline | Hardcopy available from school office or Clerk to Governors | Photocopy charge |

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| <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) | Hardcopy available from school office or Clerk to Governors | Photocopy charge |
| <p>Charging regimes and policies.</p> <p>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.</p> | Hardcopy available from school office or Clerk to Governors | Photocopy charge |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (How the information can be obtained (hard copy/website; some information may only be available by inspection)) | Cost |
|---|--|---|
| Curriculum circulars and statutory instruments | Headteacher | As agreed with Head Teacher or photocopy charge |
| Disclosure logs | Headteacher or School Bursar | As above |
| Asset register | Headteacher or School Bursar | Photocopy charge |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | Headteacher or School Bursar | As agreed with Head Teacher or Photocopy charge |
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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) | Cost |
|--|--|---------------------------------|
| Extra-curricular activities | School website or school office | n/a |
| Out of school clubs | School website or school office | n/a |
| School publications | School website or school office | n/a |
| Services for which the school is entitled to recover a fee, together with those fees | School website or school office | Photocopy charge |
| Leaflets books and newsletters | School website or school office | Photocopy charge as appropriate |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details: Queen's Inclosure Primary School, Cornelius Drive, Waterlooville, Hampshire, PO7 8NT.

Telephone: 023 9226 8067

Fax: 023 9226 8094

Email: adminoffice@queensinclosure.hants.sch.uk

Website: www.queensinclosure.hants.sch.uk

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|---|
| Disbursement cost | Photocopying/printing @10p per sheet (black & white) | Actual cost * Photocopy paper £2.32 per ream (A4), plus 0.43p per black copy (rates as at Dec 11) |
| | Photocopying/printing @10p per sheet (colour) | Actual cost* Photocopy paper £2.32 per ream (A4), plus 4.23p per colour copy (rates as at Dec 11) |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | n/a | |
| Other | n/a | |

* the actual cost incurred by the public authority