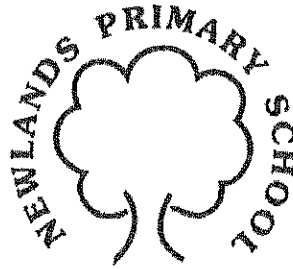


FREEDOM OF INFORMATION

Guide to information available under the model publication scheme

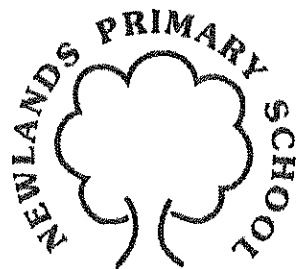
Information to be published	How the information can be obtained	Cost
CLASS 1 – Who we are and what we do (organisation information, structures, locations and contacts)		
<i>This will be current information only</i>		
Who's who in the school	Website: http://www.newlandsprimary.net/staff/ Hard copy: available on request – contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website: www.newlandsprimary.net/governors-2/ Hard copy: available on request – contact school	Free 5p per page
School session times and term dates	Website: www.newlandsprimary.net/the-school-day/ Hard copy: available on request – contact school	Free 5p per page
Address of school and contact details, including email address	Website: www.newlandsprimary.net/contact-2/ Hard copy: available on request – contact school	Free 5p per page
Contact details for the Headteacher and for the governing body – via the school	Website: www.newlandsprimary.net/contact-2/ Hard copy: available on request – contact school	Free 5p per page



FREEDOM OF INFORMATION

Guide to information available under the model publication scheme

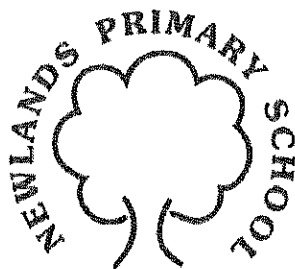
Information to be published	How the information can be obtained	Cost
CLASS 2 – What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy: available on request – contact school	5p per page
Capital funding	Hard copy: available on request – contact school	5p per page
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, the local authority)	Hard copy: available on request – contact school	5p per page
Pay Policy	Hard copy: available on request – contact school	5p per page
Staffing, pay and grading structure	Hard copy: available on request – contact school	5p per page
Governors' allowances that can be incurred or claimed	Hard copy: available on request – contact school	5p per page



FREEDOM OF INFORMATION

Guide to information available under the model publication scheme

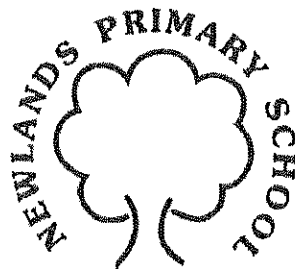
Information to be published	How the information can be obtained	Cost
CLASS 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any) <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report • Post-inspection action plan 	Website: http://www.newlandsprimary.net/results/ Website: www.newlandsprimary.net/ofsted-report/ Hard copy: available on request – contact school	Free Free 5p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available on request – contact school	5p per page
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: available on request – contact school	5p per page



FREEDOM OF INFORMATION

Guide to information available under the model publication scheme

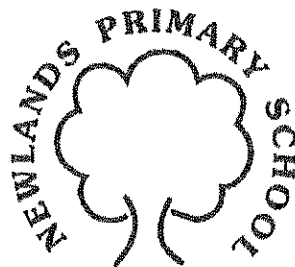
Information to be published	How the information can be obtained	Cost
CLASS 4 – How we make decisions (decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website: www.newlandsprimary.net/admissions/ Hard copy: available on request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available on request – contact school	5p per page



FREEDOM OF INFORMATION

Guide to information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>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 English government. These will include policies and procedures for handling information requests</p>		
<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) 	<p>Hard copy: available on request – contact school Hard copy: available on request – contact school Website: www.newlandsprimary.net/policies/</p>	<p>5p per page 5p per page Free</p>
<p>School policies/procedures, pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Behaviour Policy • Charging (and remissions) Policy • Child Protection Policy, Procedure and Guidance • Complaints Policy • Health & Safety Policy • Home School Agreement • Safeguarding Policy, Procedure & Guidance • Sex & Relationships Education Policy • Single Equalities Policy • SEND Policy & SEND Information Report 	<p>Website: www.newlandsprimary.net/policies/ Hard copy: available on request – contact school</p>	<p>Free 5p per page</p>



FREEDOM OF INFORMATION

Guide to information available under the model publication scheme

Additional Information

This will provide schools with the opportunity to publish information that is not itemised in the lists above

Contact Details:

The School Business Manager, Newlands Primary School, Dungells Lane, Yateley, GU46 6EY

Email: enquiries@newlands.hants.sch.uk

Website: www.newlandsprimary.net

SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge
Disbursement costs	Photocopying/printing @ 5p per sheet (black and white)	Actual cost [^]
	Photocopying/printing @ pence per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee	In accordance with the relevant legislation	Not applicable

[^] the actual cost incurred by the public authority