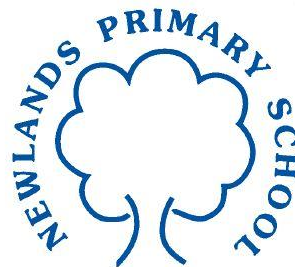




## FREEDOM OF INFORMATION

### Guide to information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>CLASS 1 – Who we are and what we do</b> (organisation information, structures, locations and contacts) Information in this class will be current information only.		
Who's who in the school	<b>Website:</b> <a href="http://www.newlandsprimary.net/staff/">http://www.newlandsprimary.net/staff/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	<b>Website:</b> <a href="http://www.newlandsprimary.net/governors-2/">www.newlandsprimary.net/governors-2/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page
An outline of the school curriculum	<b>Website:</b> <a href="http://www.newlandsprimary.net/curriculum-overview/">www.newlandsprimary.net/curriculum-overview/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page
School session times and term dates	<b>Website:</b> <a href="http://www.newlandsprimary.net/the-school-day/">www.newlandsprimary.net/the-school-day/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page
Address of school and contact details, including email address	<b>Website:</b> <a href="http://www.newlandsprimary.net/contact-2/">www.newlandsprimary.net/contact-2/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page
Contact details for the Headteacher and for the governing body – via the school	<b>Website:</b> <a href="http://www.newlandsprimary.net/contact-2/">www.newlandsprimary.net/contact-2/</a> <b>Hard copy:</b> 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
<b>CLASS 2 – What we spend and how we spend it</b> (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	<b>Hard copy:</b> available on request – contact school	5p per page
Expenditures	<b>Hard copy:</b> available on request – contact school	5p per page
Capital funding	<b>Hard copy:</b> available on request – contact school	5p per page
Financial audit reports		
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	<b>Hard copy:</b> available on request – contact school	5p per page
Staff allowances and expenses	<b>Hard copy:</b> available on request – contact school	5p per page
Staff pay and grading structure	<b>Hard copy:</b> available on request – contact school	5p per page
Governors' allowances	<b>Hard copy:</b> available on request – contact school	5p per page
Premiums or other forms of financial support available: Pupil Premium Sports Premium	<b>Website:</b> <a href="http://www.newlandsprimary.net/pupil-premium/">www.newlandsprimary.net/pupil-premium/</a> <b>Website:</b> <a href="http://www.newlandsprimary.net/sport-premium/">www.newlandsprimary.net/sport-premium/</a> <b>Hard copy:</b> available on request – contact school	Free Free 5p per page



## FREEDOM OF INFORMATION

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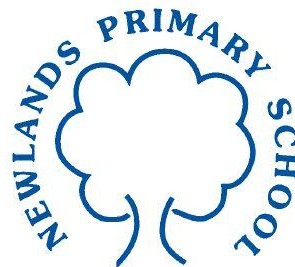
Information to be published	How the information can be obtained	Cost
<b>CLASS 3 – What our priorities are and how we are doing</b> (strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Performance data supplied to the government or a direct link to the data	<b>Website:</b> <a href="http://www.newlandsprimary.net/results/">http://www.newlandsprimary.net/results/</a> and <a href="https://www.find-school-performance-data.service.gov.uk/school/116080/newlands-primary-school">https://www.find-school-performance-data.service.gov.uk/school/116080/newlands-primary-school</a> <b>Hard copy:</b> available on request – contact school	Free  5p per page
Latest Ofsted Report	<b>Website:</b> <a href="http://www.newlandsprimary.net/ofsted-report/">www.newlandsprimary.net/ofsted-report/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page
Performance management policy and procedures adopted by governing body	<b>Hard copy:</b> available on request – contact school	5p per page
Future plans; any major proposals on future plans involving, for example, a consultation on a change in school status	<b>Hard copy:</b> available on request – contact school	5p per page
Data protection impact assessments or any other impact assessments as appropriate and relevant	<b>Hard copy:</b> 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
<b>CLASS 4 – How we make decisions</b> (decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	<b>Website:</b> <a href="http://www.newlandsprimary.net/admissions/">www.newlandsprimary.net/admissions/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. excluding information where an exemption applies to the information or parts of it)	<b>Hard copy:</b> 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
<b>CLASS 5 – Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<b>Hard copy:</b> available on request – contact school <b>Hard copy:</b> available on request – contact school <b>Website:</b> <a href="http://www.newlandsprimary.net/policies/">www.newlandsprimary.net/policies/</a>	5p per page 5p per page Free
School policies/procedures, pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Behaviour Policy</li> <li>• Charging (and remissions) Policy</li> <li>• Child Protection Policy, Procedure and Guidance</li> <li>• Complaints Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Home School Agreement</li> <li>• Safeguarding Policy, Procedure &amp; Guidance</li> <li>• Sex &amp; Relationships Education Policy</li> <li>• Single Equalities Policy</li> <li>• SEND Policy &amp; SEND Information Report</li> </ul>	<b>Website:</b> <a href="http://www.newlandsprimary.net/policies/">www.newlandsprimary.net/policies/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page

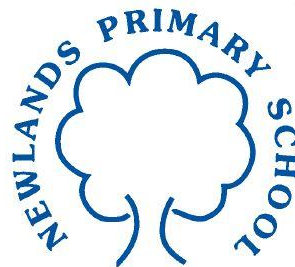




## FREEDOM OF INFORMATION

### Guide to information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>CLASS 7 – The services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	<b>Website:</b> <a href="http://www.newlandsprimary.net/clubs/">www.newlandsprimary.net/clubs/</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page
School publications, leaflets and newsletters	<b>Website:</b> <a href="http://www.newlandsprimary.net">www.newlandsprimary.net</a> <b>Hard copy:</b> available on request – contact school	Free 5p per page



## 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

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#### Contact Details:

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

Email: [enquiries@newlands.hants.sch.uk](mailto:enquiries@newlands.hants.sch.uk)

Website: [www.newlandsprimary.net](http://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 <sup>^</sup>
	Photocopying/printing @ pence per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee	In accordance with the relevant legislation	Not applicable

<sup>^</sup> the actual cost incurred by the public authority