



## FOIA-scheme

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### **This is Hopton Primary School's School Publication Scheme on information available under the Freedom of Information Act 2000**

The Governing Body is responsible for the maintenance of this scheme.

#### 1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is yet to be published in the future. All information in our publication is available either on the school's website or in paper.

Some information we hold may not be available or made public, for example personal information. This scheme conforms to the model scheme for schools approved by the Information Commissioner.

Whilst much of this information is available on the school website and therefore free, if a hard copy of information is requested, a charge of £0.01 per sheet is charged along with any postage. Postage would be paid for before any documents are sent by this means. Unfortunately, we may not be able to email documents in the light of GDPR regulations.

#### 2. Aims and Objectives

- To provide an environment where all children are valued and offered the best education possible regardless of race, age, gender, disability, religious belief, sexual orientation, disability or ability.
- We recognise that each child is an individual and aim to help them to develop into a caring, confident member of the school and wider community.
- Our guiding principles are Respect, Honesty and Effort.

This publication scheme demonstrates our commitment to these aims and how we are pursuing these aims.

#### 3. Categories of Information Published

The scheme guides you to information which we currently publish, or have recently published, or which we will publish in the future. This is split into categories known as classes.

We have split these into the following:

- Organisational Information
  - Financial Information
  - School Priorities
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- Decision Making Processes
- Policies and Procedures

### Organisation Information

Area	Information	Availability/Cost
School Prospectus	Information in relation to the school including but not exclusive to: Contact details Assessment information Uniform Information The school's aims, values and ethos Attendance SEND	Website/£0  Hard Copy £0.01 per sheet
Curriculum	Information and links to the school's curriculum across all areas of the school	Website/£0  Hard Copy £0.01 per sheet
Governing Body	Governors Annual Report Details of GB membership Financial Statement, including gifts and expenses School security Implementation of school's policy for SEND Description of arrangements for admission of children with disabilities Statement on staff development Number on roll Attendance data Assessment data  Instrument of Government Information related to the governing body, including name and category of the school	Website/£0 Hard Copy/ £0.01 per sheet       Website/£0
School Session Times and Dates	8:45 to 11:45 Foundation 1 am 12:15 to 15:15 Foundation 1 pm 8:45 to 3:15 Main school  Term dates available on website	Available on website/£0



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Location and Contact Details	Head Teacher Andy Blakeley Tel: 01924 489736 Email: <a href="mailto:andy.blakeley@kirkleeseducation.uk">andy.blakeley@kirkleeseducation.uk</a> <a href="mailto:Office.hopton@kirkleeseducation.uk">Office.hopton@kirkleeseducation.uk</a> <a href="mailto:Admin.hopton@kirkleeseducation.uk">Admin.hopton@kirkleeseducation.uk</a> Website: <a href="http://Hoptonprimaryschool.co.uk">Hoptonprimaryschool.co.uk</a>  SENCO: Mrs K Bates Safeguarding: Miss S Henderson Bursar: Miss S Ellison Chair of Governors: Mrs Tabitha Grooby	
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### Financial Information

Area	Information	Availability/Cost
Annual Budget Plan and Financial Statements	Details of sources of funding and income from the LA and Central Government Annual Budget School's income and expenditure return Transactions over £5000	Hard Copy £0.01 per sheet
Capital Funding	Information on major capital projects	Hard Copy £0.01 per sheet
Audit Reports	LA Audit report	Hard Copy £0.01 per sheet
Procurement and Contracts	Information in relation to tendering and acquisition of goods and services	Hard Copy £0.01 per sheet
Pay Policy	Statement about how teacher's pay is decided	Hard Copy £0.01 per sheet
Staff Allowances and Expenses	The policy of how allowances and expenses are decided on.	Hard Copy £0.01 per sheet
Staff Pay and Grading	Information on pay and grading of staff with senior staff in banding of £10 000 and other staff by salary range	Hard Copy £0.01 per sheet
Governors' Allowances	Details of any allowances and payments	Hard Copy £0.01 per sheet



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### Priorities and Performance Indicators

Area	Information	Availability/Cost
Performance Data	Information related to the performance of children in school in Foundation 2, Year 1 Phonics, Year 2 SATs, Year 4 Multiplication Check and Year 6 SATs	Website/£0 Hard Copy £0.01 per sheet
Latest OFSTED Report	A link is provided to the school's latest report	Website/£0
Appraisal Information	The school's appraisal policy for teachers adopted by the Governing Body	Hard Copy £0.01 per sheet
Major Plans	Any major restructuring or change in school status	Website/£0 Hard Copy £0.01 per sheet
Safeguarding and Child Protection	Information related to the safeguarding of children and promoting the welfare of children, including child protection.	Website/£0 Hard Copy £0.01 per sheet

### Policies and Protocols

Area	Information	Availability/Cost
School Policies	Policies required and used by the school	Website/£0 Hard Copy £0.01 per sheet
Record Management and Personal Data	Policies related to information security, records retention and destruction and data protection	Hard Copy £0.01 per sheet
Equality and Diversity	Policies and information relating to equal opportunities	Website/£0 Hard Copy £0.01 per sheet
Policies and Procedures for recruiting staff	Policies and information related to recruitment	Hard Copy £0.01 per sheet
<u>Charging Regimes and Policies</u>	<u>Information in relation to charging</u>	Hard Copy £0.01 per sheet



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### Lists and Registers

Area	Information	Availability/Cost
Curriculum Circulars and Statutory Instruments	Statutory instruments sent to the HT/Governing Body	Hard Copy £0.01 per sheet
Disclosure Log	Information provided in relation to requests	Hard Copy £0.01 per sheet
Asset Register	Capital asset register	Hard Copy £0.01 per sheet

### Services we offer

Area	Information	Availability/Cost
Services we offer	This could include extra-curricular clubs, school publications, leaflets, booklets and newsletters	Website/£0 Hard Copy £0.01 per sheet