



HAVERIGG PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME 2021

APPROVED BY ¹:

Name: Mrs M Narongchai

Position: Headteacher

Signed: 

Date: September 2021

Review Date ²: September 2023

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

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Information to be published	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>	Website	£180 per year for website domain
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hardcopy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details including email address	website	

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hardcopy	
Annual budget plan and financial statements	Hardcopy	
Capital funding	Hardcopy	
Additional funding	Sports Premium – website Pupil Premium – Website	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	hardcopy	
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)	Hardcopy	
Pay policy	Hardcopy	
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	Hardcopy	
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.	Hardcopy	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	n/a	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Hard copy	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy	
Performance data or a direct link to it	Website	
Schools future plans; for example, proposals for any any consultation on the future of the school, such as a change in status	Hard copy	
Safeguarding and child protection	Hard copy	

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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	Hard copy	
Admissions policy/decisions (not individual admission decisions)	Website	
Agendas and minutes of the governing body meetings and its committees NB this will exclude information that is properly regarded as private to the meetings.	Hard copy	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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>	(hard copy or website)	
<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) 	Hard copy and website	
<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>	Hard copy and website	

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Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy	
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Online system	£180
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard copy and website</p>	
<p>Extra-curricular activities</p>	<p>Hard copy and website</p>	
<p>Out of school clubs</p>	<p>Hard copy and website</p>	
<p>School publications</p>	<p>Hard copy and website</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>School publications, leaflets, books and newsletters</p>	<p>Hard copy and website</p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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Contact details:

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Statutory Fee	Annual fee for website	Required to maintain domain name use
	Annual fee for online safeguarding system	Required to maintain use
Other		

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* the actual cost incurred by the public authority