



# Hampton Hargate Primary School

## Freedom of Information Policy

Date: AUTUMN 2023  
Review date: AUTUMN 2025

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. As a Dyslexia Friendly School, we understand the importance of pupils acquiring literacy and numeracy whilst promoting a broad and balanced curriculum, accessible to all. We recognise that different children's needs are met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the relevant section of **myconcern**® which is available online.

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## Guide to Information available from Hampton Hargate Primary School

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	<b>Website</b> <a href="http://www.hampton-hargate.peterborough.sch.uk">www.hampton-hargate.peterborough.sch.uk</a> <b>Hard Copy</b> Contact School Office for prospectus	FREE
Who's who on the governing body and the basis of their appointment	<b>Website</b> <a href="http://www.hampton-hargate.peterborough.sch.uk">www.hampton-hargate.peterborough.sch.uk</a> <b>Hard Copy</b> Contact School Office	FREE
Instrument of Government	<b>Hard Copy</b> Contact School Office	FREE
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<b>Hard Copy</b> Contact School Office	FREE
School prospectus	<b>Website</b> <a href="http://www.hampton-hargate.peterborough.sch.uk">www.hampton-hargate.peterborough.sch.uk</a> <b>Hard Copy</b> Contact School Office for prospectus	FREE
Staffing structure	<b>Hard Copy</b> Contact School Office	FREE
School session times and term dates	<b>Website</b> <a href="http://www.hampton-hargate.peterborough.sch.uk">www.hampton-hargate.peterborough.sch.uk</a> <b>Hard Copy</b> Contact School Office for prospectus	FREE
Location and contact info	<b>Website</b> <a href="http://www.hampton-hargate.peterborough.sch.uk">www.hampton-hargate.peterborough.sch.uk</a> <b>Hard Copy</b> Contact School Office	FREE

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## Guide to Information available from Hampton Hargate Primary School

<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> Contact School Office	FREE
Capitalised funding	<b>Hard Copy</b> Contact School Office	FREE
Additional funding	<b>Hard Copy</b> Contact School Office	FREE
Procurement and projects	<b>Hard Copy</b> Contact School Office	FREE
Pay policy	<b>Hard Copy</b> Contact School Office	FREE
Staffing and grading structure	<b>Hard Copy</b> Contact School Office	FREE
Governors' allowances	<b>Hard Copy</b> Contact School Office	FREE

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<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		
SATS results on website	<b>Website</b> <a href="http://www.hampton-hargate.peterborough.sch.uk">www.hampton-hargate.peterborough.sch.uk</a> <b>Hard Copy</b> Contact School Office	FREE
Latest Ofsted report	<b>Website</b> <a href="http://www.hampton-hargate.peterborough.sch.uk">www.hampton-hargate.peterborough.sch.uk</a> <b>Hard Copy</b> Contact School Office	FREE
Performance management policy and procedures adopted by the governing body.	<b>Hard Copy</b> Contact School Office	FREE
Every Child Matters – policies and procedures	<b>Hard Copy</b> Contact School Office	FREE
Safeguarding policies	<b>Hard Copy</b> Contact School Office	FREE

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Agendas of meetings of the governing body and (if held) its sub-committees	<b>Hard Copy</b> Contact School Office	FREE
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	<b>Hard Copy</b> Contact School Office	FREE

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## Guide to Information available from Hampton Hargate Primary School

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
The following school policies are available upon request: <ul style="list-style-type: none"> <li>• Finance Policy</li> <li>• Health, Safety &amp; Premises policy</li> <li>• Complaints procedure</li> <li>• Equality and diversity (including equal opportunities) policies</li> </ul>	<b>Hard Copy</b> Contact School Office	
The following pupil curriculum policies are available upon request: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility Plan</li> <li>• Collective worship</li> <li>• Anti-Bullying</li> <li>• Behaviour</li> </ul>	<b>Hard Copy</b> Contact School Office	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Privacy Policy</li> <li>• Records retention destruction and archive policies</li> </ul>	<b>Hard Copy</b> Contact School Office	
Charging regimes and policies. If there is a charge for a document there will be a £ sign indicated. We will inform you before we process your request.	<b>Hard Copy</b> Contact School Office	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	<b>Hard Copy</b> Contact School Office	
Pupil Records (confidential records, available only to parents/carers of any pupil who may have a log)	<b>Hard Copy</b> Contact School Office	

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## Guide to Information available from Hampton Hargate Primary School

Asset register	<b>Hard Copy</b> Contact School Office	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	<b>Hard Copy</b> Contact School Office	
<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>Hard Copy</b> Contact School Office	
Out of school clubs	<b>Hard Copy</b> Contact School Office	
School publications	<b>Hard Copy</b> Contact School Office	
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard Copy</b> Contact School Office	
Leaflets books	<b>Hard Copy</b> Contact School Office	
Newsletters	<b>Website</b> <a href="http://www.hampton-hargate.peterborough.sch.uk">www.hampton-hargate.peterborough.sch.uk</a> <b>Hard Copy</b> Contact School Office	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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## Guide to Information available from Hampton Hargate Primary School

### Contact details:

Hampton Hargate Primary School, Hargate Way, Hampton Hargate, Peterborough. PE7 8BZ

Tel: 01733 296780      FAX: 01733 296789

Email: [office@hampton-hargate.peterborough.sch.uk](mailto:office@hampton-hargate.peterborough.sch.uk)

[www.hampton-hargate.peterborough.sch.uk](http://www.hampton-hargate.peterborough.sch.uk)

### 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
Disbursement cost	Photocopying/printing (black & white)	Free
	Photocopying/printing (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Other		

This policy will be reviewed every two years, or before if necessary.

Review Date: Autumn 2025

This policy was adopted by the Governing Body on 22<sup>nd</sup> November 2023

Signed:  on behalf of the Governing Body      Date: 22/11/23