



Hampton Hargate Primary School

Freedom of Information Policy

Date: Autumn 2018

Review date: Autumn 2020

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. Different children's needs are recognised and 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.

Freedom of Information

Guide to Information available from Hampton Hargate Primary School

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website www.hampton-hargate.peterborough.sch.uk Hard Copy Contact School Office for prospectus	FREE
Who's who on the governing body and the basis of their appointment	Website www.hampton-hargate.peterborough.sch.uk Hard Copy Contact School Office	FREE
Instrument of Government	Hard Copy 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))	Hard Copy Contact School Office	FREE
School prospectus	Website www.hampton-hargate.peterborough.sch.uk Hard Copy Contact School Office for prospectus	FREE
Staffing structure	Hard Copy Contact School Office	FREE
School session times and term dates	Website www.hampton-hargate.peterborough.sch.uk Hard Copy Contact School Office for prospectus	FREE
Location and contact info	Website www.hampton-hargate.peterborough.sch.uk Hard Copy Contact School Office	FREE

Freedom of Information

Guide to Information available from Hampton Hargate Primary School

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

Freedom of Information

Guide to Information available from Hampton Hargate Primary School

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		
SATS results on website	Website www.hampton-hargate.peterborough.sch.uk Hard Copy Contact School Office	FREE
Latest Ofsted report	Website www.hampton-hargate.peterborough.sch.uk Hard Copy Contact School Office	FREE
Performance management policy and procedures adopted by the governing body.	Hard Copy Contact School Office	FREE
Every Child Matters – policies and procedures	Hard Copy Contact School Office	FREE
Safeguarding policies	Hard Copy Contact School Office	FREE

Class 4 – How we make decisions (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	Hard Copy Contact School Office	FREE
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard Copy Contact School Office	FREE

Freedom of Information

Guide to Information available from Hampton Hargate Primary School

Class 5 – Our policies and procedures (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"> • Charging and remissions policy • Health, Safety & Premises policy • Complaints procedure • Equality and diversity (including equal opportunities) policies 	Hard Copy Contact School Office	
The following pupil curriculum policies are available upon request: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility Plan • Collective worship • Anti-Bullying • Behaviour 	Hard Copy Contact School Office	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Privacy Policy • Records retention destruction and archive policies 	Hard Copy 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.	Hard Copy Contact School Office	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy Contact School Office	
Pupil Records (confidential records, available only to parents/carers of any pupil who may have a log)	Hard Copy Contact School Office	

Freedom of Information

Guide to Information available from Hampton Hargate Primary School

Asset register	Hard Copy Contact School Office	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy Contact School Office	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Hard Copy Contact School Office	
Out of school clubs	Hard Copy Contact School Office	
School publications	Hard Copy Contact School Office	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy Contact School Office	
Leaflets books	Hard Copy Contact School Office	
Newsletters	Website www.hampton-hargate.peterborough.sch.uk Hard Copy Contact School Office	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Freedom of Information

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

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 nd class
Other		

Freedom of Information

Guide to Information available from Hampton Hargate Primary School

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

Review Date: Autumn 2020

This policy was adopted by the Governing Body on 20th September 2018

Signed on behalf of the Governing Body

Date

Freedom of Information

Guide to Information available from Hampton Hargate Primary School