



Freedom of Information Guide to information available from Alverstone Infant School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - 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.alverstone-inf.hants.sch.uk Hardcopy: School office	Free
Who's who on the governing body and the basis of their appointment	Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office	Free
Instrument of Government	Hardcopy: School office	Free
Contact details for the Headteacher and for the governing body, via the school	Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office	Free
School prospectus	Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office	Free
Outline of the School Curriculum	Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office	Free
Staffing structure	Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office	Free
School session times and term dates	Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office	Free
Address of the school and contact details, including e-mail address	Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office	Free



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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>		
Annual budget plan and financial statements	Hardcopy: School office	10p/pg
Capital funding	Hardcopy: School office	10p/pg
Financial audit reports	Hardcopy: School office	10p/pg
Details of expenditure items over £2000 – published at least annually, but at a more frequent quarterly or six monthly interval where practical	Hardcopy: School office	10p/pg
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, local authority)	Hardcopy: School office	10p/pg
Pay policy	Hardcopy: School office	10p/pg
Staff allowances and expenses that can be incurred or claimed	Hardcopy: School office	10p/pg
Staffing, pay and grading structures. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team) in bands of £10,000; for more junior posts, by salary range.	Hardcopy: School office	10p/pg
Governors' allowances that can be incurred or claims, and a record of total payments made to individual governors.	Hardcopy: School office	10p/pg



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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>		
Performance data supplied to the Government, or a direct link to the data.	<p>Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office</p>	Free
Latest Ofsted Report: Summary, Full Report and Post-Inspection Action Plan.	<p>Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office</p>	Free
Performance management policy and procedures adopted by the governing body.	Hardcopy: School office	10p/pg
The school's future plans; for example, proposals for, and any consultation on, the future of the school, such as a change in status	Hardcopy: School office	10p/pg
Safeguarding and Child Protection Policies	<p>Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office</p>	Free
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions)	<p>Website: www.alverstone-inf.hants.sch.uk Hardcopy: School office</p>	Free
Agendas and minutes of meetings of the governing body and its committees (note this will exclude information that is properly regarded as private to the meetings, eg. confidential minutes)	Hardcopy: School office	10p/pg



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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</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Health and Safety Policy • Complaints Procedure • Staff Code of Conduct • Discipline and Grievance Policies • Staffing structure implementation plan • Freedom of Information Policy • Single Equality Statement • Staff Recruitment Policies 	<p>Some available on website: www.alverstone-inf.hants.sch.uk</p> <p>Others Hard copy: School office</p>	<p>Free</p> <p>10p/pg</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-School Agreement • Curriculum Policy • PDL Policy, including Sex and Drug Education • Special Educational Needs Policy • Accessibility Plan • Collective Worship Policy • Behaviour Policy 	<p>Some available on website: www.alverstone-inf.hants.sch.uk</p> <p>Others Hard copy: School office</p>	<p>Free</p> <p>10p/pg</p>
<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) 	<p>Data Protection Policy available on website: www.alverstone-inf.hants.sch.uk</p> <p>Others Hard copy: School office</p>	<p>Free</p> <p>10p/pg</p>



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Equality and diversity policies	Some available on website: www.alverstone-inf.hants.sch.uk	Free
	Others Hard copy: School office	10p/pg
Policies and procedures for the recruitment of staff	website: www.alverstone-inf.hants.sch.uk Hard copy: School office	Free
		10p/pg
Charging regimes and policies.	Charging and remissions policy available on website: www.alverstone-inf.hants.sch.uk	Free
	Others Hard copy: School office	10p/pg
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy: School office	10p/pg
Disclosure logs	Inspection: School office	Free
Asset register	Hard copy: School office	10p/pg
Any information the school is currently legally required to hold in publicly available registers	Hard copy: School office	10p/pg



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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	Website: www.alverstone-inf.hants.sch.uk Hard copy: School office	Free
Out of school clubs	Website: www.alverstone-inf.hants.sch.uk Hard copy: School office	Free
School publications	Website: www.alverstone-inf.hants.sch.uk Hard copy: School office	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: School office	10p/pg
School publications, leaflets, books and newsletters	Website: www.alverstone-inf.hants.sch.uk Hard copy: School office	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Alverstone Infant School
Ashburton Road
Alverstone
Hants PO12 2LH

Tel: 023 92 582403



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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
Disbursement cost	Photocopying/printing @ 10p sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Reviewed: Spring 2020
Next Review: Spring 2023