

Freedom of Information

Guide to information available from Oakley 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	Prospectus Website: http://www.oakley-inf.hants.sch.uk Hard Copy School Office	Free
Who's who on the governing body and the basis of their appointment	Prospectus Website: http://www.oakley-inf.hants.sch.uk Hard Copy: School Office	Free
Instrument of Government	Website: http://www.oakley-inf.hants.sch.uk Hard Copy: School Office	Free

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Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Prospectus Website: http://www.oakley-inf.hants.sch.uk Hard Copy: School Office	Free
School prospectus	Website: http://www.oakley-inf.hants.sch.uk Hard Copy: School Office	Free
Annual Report	Website: http://www.oakley-inf.hants.sch.uk Hard Copy: School Office	Free
Staffing structure	Prospectus Website: http://www.oakley-inf.hants.sch.uk Hard Copy: School Office	Free
School session times and term dates	Prospectus Website: http://www.oakley-inf.hants.sch.uk Hard Copy: 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>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy: School Office	10p/sheet
Capitalised funding	Hard Copy: School Office	10p/sheet
Additional funding	Hard Copy: School Office	10p/sheet
Procurement and projects	Hard Copy: School Office	10p/sheet
Pay policy	Hard Copy: School Office	10p/sheet
Staffing and grading structure	Hard Copy: School Office	10p/sheet
Governors' allowances	<p>Website: http://www.oakley-inf.hants.sch.uk</p> <p>Hard Copy: School Office</p>	<p>Free</p> <p>10p/sheet</p>

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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 or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Website: http://www.oakley-inf.hants.sch.uk Hard Copy: School Office</p>	<p>Free 10p/sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard Copy: School Office</p>	<p>10p/sheet</p>
<p>Schools future plans</p>	<p>Hard Copy: School Office</p>	<p>10p/sheet</p>
<p>Every Child Matters – policies and procedures</p>	<p>Hard Copy: School Office</p>	<p>10p/sheet</p>

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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 or website)	
Admissions policy/decisions (not individual admission decisions)	Prospectus Website: http://www.oakley-inf.hants.sch.uk Hard Copy: School Office	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy: School Office	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy: School Office	10p/sheet

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none">• Charging and remissions policy• Health and Safety• Complaints procedure• Staff conduct policy• Discipline and grievance policies• Staffing structure implementation plan• Information request handling policy• Equality and diversity (including equal opportunities) policies• Staff recruitment policies	Hard Copy: School Office	10p/sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Curriculum• Sex education• Special educational needs• Accessibility• Race equality• Collective worship• Careers education• Pupil discipline	Hard Copy: School Office	10p/sheet

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<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>Hard Copy: School Office</p>	<p>10p/sheet</p>
<p>Charging regimes and policies.</p> <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>	<p>Hard Copy: School Office</p>	<p>10p/sheet</p>

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy: School Office	10p/sheet
Disclosure logs	Hard Copy: School Office	10p/sheet
Asset register	Hard Copy: School Office	10p/sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy: School Office	10p/sheet

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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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard Copy: School Office	10p/sheet
Out of school clubs	Hard Copy: School Office	10p/sheet
School publications	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/sheet
Leaflets books and newsletters	Hard Copy: School Office	Free

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

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Oakley
Hampshire
RG23 7JZ

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Facsimile 01256 791687
Website www.oakley-inf.hants.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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	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