

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
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who in the school	<p><b>Website:</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a> <b>Hard Copy:</b> School Office</p>	Free
Who's who on the governing body and the basis of their appointment	<p><b>Website:</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a> <a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a> <b>Hard Copy:</b> School Office</p>	10p/sheet
Instrument of Government/Articles of Association	<b>Hard Copy:</b> School Office	10p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<p><b>Website:</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a> <b>Hard Copy:</b> School Office</p>	Free

## Freedom of Information

### Guide to information available from Oakley Infant School under the model publication scheme

Staffing structure	<b>Website:</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a> <b>Hard Copy:</b> School Office	10p/sheet
School session times and term dates	<b>Website:</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a> <b>Hard Copy:</b> School Office	Free
Address of school and contact details, including email address.	<b>Website:</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a>	Free
<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)	(hard copy and/or website)	

## Freedom of Information

### Guide to information available from Oakley Infant School under the model publication scheme

Current and previous financial year as a minimum		
Annual budget plan and financial statements	<b>Hard Copy:</b> School Office	10p/sheet
Capital funding	<b>Hard Copy:</b> School Office	10p/sheet
Financial audit reports	<b>Hard Copy:</b> School Office	10p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<b>Hard Copy:</b> School Office	10p/sheet
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).	<b>Hard Copy:</b> School Office	10p/sheet

## Freedom of Information

### Guide to information available from Oakley Infant School under the model publication scheme

Pay policy	<b>Hard Copy:</b> School Office	10p/sheet
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.	<b>Hard Copy:</b> School Office	10p/sheet
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.	(hard copy or website)	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<b>Hard Copy:</b> School Office	10p/sheet

Freedom of Information

Guide to information available from Oakley Infant School under the model publication scheme

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p><b>Website</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a></p> <p><b>Website</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a></p>	<p>Free</p> <p>Free</p>

## Freedom of Information

### Guide to information available from Oakley Infant School under the model publication scheme

	<b>Hard Copy:</b> School Office  <b>Website</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a> <b>Hard Copy:</b> School Office	10p/sheet  Free 10p/sheet
Performance management policy and procedures adopted by the governing body.	<b>Hard Copy:</b> School Office	10p/sheet
Performance data or a direct link to it	<b>Hard Copy:</b> School Office	10p/sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>Hard Copy:</b> School Office	10p/sheet
Safeguarding and child protection	<b>Hard Copy:</b> School Office	10p/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	

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

Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	<b>Website:</b> <a href="https://www.oakley-inf.hants.sch.uk/admissions/">https://www.oakley- inf.hants.sch.uk/admissions/</a> <b>Hard Copy:</b> School Office	Free
Agendas of meetings of the governing body and (if held) its sub-committees	<b>Hard Copy:</b> School Office	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	<b>Hard Copy:</b> School Office	10p/sheet

<p><b>Class 5 – Our policies and procedures</b> (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</p>		
--	--	--

## Freedom of Information

### Guide to information available from Oakley Infant School under the model publication scheme

<p>Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p><b>Website:</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a></p> <p><b>Hard Copy:</b> 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>If the school charges a fee for re-licensing the use of datasets, it should state in its</p>	<p><b>Website:</b> <a href="http://www.oakley-inf.hants.sch.uk">http://www.oakley-inf.hants.sch.uk</a></p> <p><b>Hard Copy:</b> School Office</p>	<p>10p/sheet</p>

## Freedom of Information

### Guide to information available from Oakley Infant School under the model publication scheme

guide how this is calculated (please see “How to complete the Guide to information”).		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive schedule</li> <li>• Data protection (including information sharing policies)</li> </ul>	<b>Hard Copy:</b> School Office	10p/sheet
<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>	<b>Hard Copy:</b> School Office	10p/sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	

## Freedom of Information

### Guide to information available from Oakley Infant School under the model publication scheme

Curriculum circulars and statutory instruments	<b>Hard Copy:</b> School Office	10p/sheet
Disclosure logs	<b>Hard Copy:</b> School Office	10p/sheet
Asset register	<b>Hard Copy:</b> School Office	10p/sheet
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> School Office	10p/sheet
<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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	<b>Hard Copy:</b> School Office	10p/sheet
Out of school clubs	<b>Hard Copy:</b>	10p/sheet

## Freedom of Information

### Guide to information available from Oakley Infant School under the model publication scheme

	School Office	
School publications, leaflets books and newsletters	<b>Hard Copy:</b> School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard Copy:</b> School Office	10p/sheet

Date reviewed: October 2025

Review date: Aut 2026

#### Contact details:

Oakley Infant School

Oakley Lane

Oakley

Hampshire

RG23 7JZ

Telephone 01256 780445

## Freedom of Information

## Guide to information available from Oakley Infant School under the model publication scheme

Email [adminoffice@oakley-inf.hants.sch.uk](mailto:adminoffice@oakley-inf.hants.sch.uk)

Facsimile 01256 791687

Website [www.oakley-inf.hants.sch.uk](http://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
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority