

Freedom of Information

Guide to information available from Houghton Primary School under the model publication scheme

Contact Details	
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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	School Website Hardcopy on request from School Office	Charge for hardcopy communication (see details below)
Who's who on the governing body and the basis of their appointment	School Website Hardcopy on request from School Office	Charge for hardcopy communication (see details below)
Instrument of Government	School Website Hardcopy on request from School Office	Charge for hardcopy communication (see details below)
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School Website Hardcopy on request from School Office	Charge for hardcopy communication (see details below)
School prospectus	School Website Hardcopy on request from School Office	Charge for hardcopy communication (see details below)
Staffing structure	Hardcopy: On Request from the School Office	Charge for hardcopy communication (see details below)
School session times and term dates	School website Hard copy available on request from School Office	Charge for hardcopy communication (see details below)

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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) Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hardcopy: On Request from the Headteacher	Charge for hardcopy communication (see details below)
Capitalised funding	Hardcopy: On Request from the Headteacher	Charge for hardcopy communication (see details below)
Additional funding	Hardcopy: On Request from the Headteacher	Charge for hardcopy communication (see details below)
Procurement and projects	Hardcopy: On Request from the Headteacher	Charge for hardcopy communication (see details below)
Pay Policy	Hardcopy: On Request from the School Office	Charge for hardcopy communication (see details below)
Staffing and grading structure	Hardcopy: On Request from the Headteacher	Charge for hardcopy communication (see details below)
Governors' allowances	Hardcopy: On Request from the Headteacher or Chair of Governors	Charge for hardcopy communication (see details below)

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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>		
The latest Ofsted report - Summary - Full report	School Website/Ofsted Website Hardcopy available on request from the School Office	Charge for hardcopy communication (see details below)
Performance management policy and procedures adopted by the governing body.	Hardcopy: On Request from the Headteacher	Charge for hardcopy communication (see details below)
Schools future plans	Hardcopy: On Request from the Headteacher	Charge for hardcopy communication (see details below)
<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)	Contact Cambridgeshire County Council Admissions Team 01223 699200 / 01223 699662 admissions@cambridgeshire.gov.uk	
Agendas of meetings of the governing body and (if held) its sub-committees	School Website Hardcopy available on request from the Headteacher or clerk of governors	Charge for hardcopy communication (see details below)
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meetings.	School Website Hardcopy available on request from the Headteacher or clerk of governors	Charge for hardcopy communication (see details below)

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Information to be published	How the information can be obtained	Cost
<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>		
School policies including: <ul style="list-style-type: none"> • Charging and Remissions Policy • Health and Safety Policy • 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 	Some policies available on school website Hardcopies of all policies are available on request from the headteacher	Charge for hardcopy communication (see details below)
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum Policy • Sex Education Policy • Special Educational Needs Policy • Accessibility • Equality Policy • Collective Worship Policy • Behaviour Policy 	Some policies available on school website Hardcopies of all policies are available on request from the headteacher	Charge for hardcopy communication (see details below)
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hardcopy: On Request from the School Office	Charge for hardcopy communication (see details below)

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hardcopy: On Request from the School Office	Charge for hardcopy communication (see details below)
Disclosure logs	Inspection Only: On request from the Headteacher	Free
Asset register	Inspection Only: On request from the School Office	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only: On request from the Headteacher	Free
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	School Website Hardcopy on Request from the School Office	Charge for hardcopy communication (see details below)
Out of school clubs	School Website: Hardcopy on Request from the School Office	Charge for hardcopy communication (see details below)
School publications	Hardcopy: On Request from the School Office	Charge for hardcopy communication (see details below)
Services for which the school is entitled to recover a fee, together with those fees	Hardcopy: On Request from the School Office	Charge for hardcopy communication (see details below)

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Leaflets books and newsletters	Hardcopy: On Request from the School Office	Charge for hardcopy communication (see details below)

Communication Charges

We follow the guidance within the Information Commissioner's Office document 'Fees that may be charged when the cost of compliance exceeds the appropriate limit' https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf

Public authorities can charge for the reasonable costs it expects to incur in:

- contacting the applicant to inform them the requested information is held (even if the information will not be provided), and
- communicating the information to the applicant.

This includes, but is not limited to, the costs of:

- reproducing any document containing the information e.g. printing or photocopying;
- postage and other forms of transmitting the information; and
- complying with section 11 FOIA where the applicant has expressed a preference for the means of communication and where this is reasonably practicable.

A public authority can charge for the costs of physically redacting exempt information. This could include the costs of materials, (for example, tape or black ink) or the use of specialist equipment (for example, rental or licensing) for the specific activity of redaction.

Staff time

A public authority can charge for the time taken by its staff on the activities included in communicating the information. Regulation 7(5) indicates that staff time is to be charged at the flat rate of £25 per hour, irrespective of whether a higher rate is actually incurred by internal staff or charged by external contractor staff.

A public authority can also charge for the time it takes a member of staff to actually redact the exempt information. This cost can be included because it is part of the costs of communicating the information under regulation 7. Regulation 7(5) of the Fees Regulations confirms that a public authority can only charge £25 per hour for this activity. For example, if it takes one employee 45 minutes to black out the information which is not to be disclosed then the public authority can charge £18.75 for this activity. For the avoidance of doubt, any staff time spent redacting exempt information cannot be taken into account when initially estimating whether it would exceed the appropriate limit to comply with the request.