



Freedom of Information

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



Houghton Primary School
Working hard to achieve our best

Freedom of Information

Date reviewed and adopted:	12.09. 2017
Reviewed and adopted by:	Full Governing Body
Signed: Chair of governors	
Signed: Headteacher	
Date of next review:	Autumn 2018



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Contact Details	
<p>Houghton Primary School Chapel Lane Houghton Cambridgeshire PE28 2AY Tel: 01480 463398 Email: office@houghton.cambs.sch.uk</p>	<p>Website: www.houghton.cambs.sch.uk</p> <p>Headteacher: Georgina Young head@houghton.cambs.sch.uk Chair of Governors: Marina Hilton chair@houghton.cambs.sch.uk</p>

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	School Website Hardcopy on request from School Office	Free
Who's who on the governing body and the basis of their appointment	School Website Hardcopy on request from School Office	Free
Instrument of Government	School Website Hardcopy on request from 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))	School Website Hardcopy on request from School Office	Free
School prospectus	School Website Hardcopy on request from School Office	Free
Staffing structure	Hardcopy: On Request from the School Office	Free

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School session times and term dates	School website Hard copy available on request from School Office	Free
<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: On Request from the Headteacher	Free
Capitalised funding	Hardcopy: On Request from the Headteacher	Free
Additional funding	Hardcopy: On Request from the Headteacher	Free
Procurement and projects	Hardcopy: On Request from the Headteacher	Free
Pay Policy	Hardcopy: On Request from the School Office	Free
Staffing and grading structure	Hardcopy: On Request from the Headteacher	Free
Governors' allowances	Hardcopy: On Request from the Headteacher or Chair of Governors	Free

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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	Free Free
Performance management policy and procedures adopted by the governing body.	Hardcopy: On Request from the Headteacher	Free
Schools future plans	Hardcopy: On Request from the Headteacher	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)	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	Free
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	Free

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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>		
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	Free
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	Free
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	Free

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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	Free
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	Free
Out of school clubs	School Website: Hardcopy on Request from the School Office	Free
School publications	Hardcopy: On Request from the School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	Hardcopy: On Request from the School Office	Free

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Information to be published	How the information can be obtained	Cost
Leaflets books and newsletters	Hardcopy: On Request from the School Office	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		