



Freedom of Information

Guide to information available from The Horsell Village 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)	<i>* Information is available: By inspection with a prior appointment at the School office</i>	
Academy Funding Agreement – a link to the document on the Department for Education’s website		
Who’s who in the school	website	free
Who’s who on the governing body and the basis of their appointment	*	20p per copy
Instrument of Government	*	20p per copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	*	20p per copy
School prospectus	website	free
Annual Report	website	free
Staffing structure	*	20p per copy
Location and contact information – address, telephone number and website	website	free
School session times and term dates	website	free



Freedom of Information

Guide to information available from The Horsell Village School under the model publication scheme

<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><i>* Information is available: By inspection with a prior appointment at the School office</i></p>	
Annual budget plan and financial statements	*	
Capitalised funding	*	
Additional funding	*	
Procurement and projects	*	
Pay policy	*	
Staffing and grading structure	*	
Governors' allowances	*	



Freedom of Information

Guide to information available from The Horsell Village School under the model publication scheme

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	<i>* Information is available: By inspection with a prior appointment at the School office</i>	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	* website	
Performance management policy and procedures adopted by the governing body.	*	
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	*	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	*	



Freedom of Information

Guide to information available from The Horsell Village School under the model publication scheme

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	<p><i>* Information is available: By inspection with a prior appointment at the School office</i></p>	
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>On website</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>*</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>*</p>	



Freedom of Information

Guide to information available from The Horsell Village School under the model publication scheme

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay Policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	<p><i>Information is available: By inspection with a prior appointment at the School office</i></p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility 	<p><i>Information is available: By inspection with a prior appointment at the School office</i></p>	



Freedom of Information

Guide to information available from The Horsell Village School under the model publication scheme

<ul style="list-style-type: none"> • Race equality • Collective worship • Careers education • Pupil discipline 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Destruction and archive policies • Data protection (including information sharing policies) 	<p><i>Information is available: By inspection with a prior appointment at the School office</i></p>	
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff – details of vacancies should be included</p>		
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They</p>	<p><i>Information is available: By inspection with a prior appointment at the School office</i></p>	



Freedom of Information

Guide to information available from The Horsell Village School under the model publication scheme

should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.		
Class 6 – Lists and Registers		
Currently maintained lists and registers only	*	
Curriculum circulars and statutory instruments	*	
Disclosure logs	*	
Asset register	*	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	*	



Freedom of Information

Guide to information available from The Horsell Village School under the model publication scheme

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	*	
Out of school clubs	*	
School publications	*	
Services for which the school is entitled to recover a fee, together with those fees	*	
Leaflets books and newsletters	On website	

Contact details: Fiona Girdler, School Business Manager, The Horsell Village School, Church Hill, Horsell, Woking, GU21 4QQ

SCHEDULE OF CHARGES



Freedom of Information

Guide to information available from The Horsell Village School under the model publication scheme

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 @ 20p per sheet (black & white)	Actual cost * *
	Postage currently 64p subject to increase as specified by the Royal Mail	Actual cost of Royal Mail standard 2 nd class

** As a school committed to reducing our CO2 emission and our environmental impact, we avoid printing and photocopying wherever possible. Photocopying is available @ 20p per sheet in black and white only. All policies can be inspected by prior arrangement. Inspections can be arranged but should be requested in writing, addressed to the Headteacher, detailing which policies need to be reviewed. An appointment will then be made. Individual requests aim to be answered within 21 working days.