



Freedom of Information

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

This policy was developed by the Academy Trust in the name of The Horsell Village School and applies to the Surestart Children's Centre employees and The Horsell Village Children's Centre.

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>	
Who's who in the school	website	free
Who's who on the governing body and the basis of their appointment	website	free
Instrument of Government: Memorandum and Articles of Association	website	free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	website	free
School prospectus	website	free
Annual Report	website	free
Staffing structure	website	free
School session times and term dates	website	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><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	*	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p><i>* Information is available: By inspection with a prior appointment at the School office</i></p>	
School profile		



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<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.	*	
Schools future plans	*	
Class 4 – How we make decisions (Decision making processes and records of decisions)	<i>* Information is available: By inspection with a prior appointment at the School office</i>	
Admissions policy/determining admissions arrangements (not individual admission decisions)	On website	
Agendas of meetings of the governing body and (if held) its sub-committees	*	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	*	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services)		



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and responsibilities)		
<p>School policies including:</p> <ul style="list-style-type: none"> • Health and Safety • Complaints procedure* • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Freedom of information publication scheme* • GDPR Policy* • Subject Access Request Policy* • Equality and diversity (including equal opportunities) policies* • Staff recruitment policies 	<p><i>Information is available: By inspection with a prior appointment at the School office (*if not on the school website under key information/policies)</i></p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum Statement* (under curriculum) • Relationships and Sex education* • Special educational needs* • Accessibility* 	<p><i>Information is available: By inspection with a prior appointment at the School office (*if not on the school website under key information/policies)</i></p>	



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<ul style="list-style-type: none"> • Race equality • Collective worship • Pupil Behaviour* 		
<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><i>Information is available: By inspection with a prior appointment at the School office</i></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><i>On Website</i></p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<ul style="list-style-type: none"> • Information is available: By inspection with a prior appointment at the School office 	



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



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

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 @ 20p per sheet (black & white)	Actual cost **
	Postage currently 61p 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.