



Old Hutton
C of E Primary School
Learning for life

OLD HUTTON PRIMARY SCHOOL

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

Approved by	
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Date:	9 th November 2022
Review date:	1 st September 2024

Freedom of Information

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

We referred to the Information Commissioner’s Office (ICO) [‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information
<p>Class 1 - Who we are and what we do</p> <p>Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).</p>	School website
Head teacher’s contact details.	School website
Who’s who in the school	School website
Who’s who on the governing body/board of governors and selection criteria for appointment.	School website
Governing body’s or board of governors’ contact details.	School website
Instrument of Government/Articles of Association.	School website/hard copy from school on request
School session times and term dates	School website

Old Hutton Primary School Freedom of Information Publication Scheme

Current information to be published	How you can obtain information
<p>Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>	<p>Hard copy from school on request</p>
<p>Annual budget and financial statements</p>	<p>Hard copy from school on request</p>
<p>Capital funding.</p>	<p>Hard copy from school on request</p>
<p>Financial audit reports.</p>	<p>Hard copy from school on request</p>
<p>Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).</p>	<p>Hard copy from school on request</p>
<p>Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).</p>	<p>Hard copy from school on request</p>
<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.</p>	<p>Not held</p>
<p>Governor/ allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.</p>	<p>Not held</p>
<p>Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.</p>	<p>Hard copy from school on request</p>
<p>Details of any premiums we receive such as Pupil premium.</p>	<p>School website</p>
<p>Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	<p>School website</p>
<p>Annual Report.</p>	<p>School website</p>

Old Hutton Primary School Freedom of Information Publication Scheme

Current information to be published	How you can obtain information
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	School website
Exam and assessment results.	School website
Performance tables	School website
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Not held as not applicable at this time
Our school profile and performance data supplied to the Government (GIAS)	School website
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	School website
<p>Class 4 – How we make decisions</p> Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy from school on request or school website
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	School website
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	Hard copy from school on request
<p>Class 5 – Our policies and procedures</p> Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.	School website

Old Hutton Primary School Freedom of Information Publication Scheme

Current information to be published	How you can obtain information
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	School website
Safeguarding and child protection, including protecting children’s personal data.	School website
Equality and Diversity.	School website
Policies and procedures relating to recruitment and human resources.	Hard copy from school on request
Special educational needs and disability.	School website (local offer)
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	School website
Pay Policy	School website
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 and CCTV usage policies) 	Hard copy from school on request
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	School website
Class 6 – Lists and Registers	
Lists and registers we currently maintain (does not include the attendance register)	Hard copy from school on request
Curriculum circulars and statutory instruments	Hard copy from school on request
Disclosure logs i.e., information provided in response to FOIA requests	Hard copy from school on request
Asset register and Information Asset register	Hard copy from school on request
Any information we are currently legally required to hold in publicly available registers	Hard copy from school on request

Old Hutton Primary School Freedom of Information Publication Scheme

Current information to be published	How you can obtain information
<p>Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>	School website
Extra-curricular activities	School website
Out of school clubs	School website
School publications, leaflets, books, and newsletters	School website

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	6p Actual cost
	Photocopying/printing @ 6p per sheet (colour)	12p Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class