



Freegrounds Infant School
Published Guide to Information

Information	How the information is published	Cost
1. Who we are and what we do		
Who's who in the school	School website - https://www.freegrounds-inf.hants.sch.uk/whos-who/	Free
Who's who on the Governing Body and the basis of their appointment	School website - https://www.freegrounds-inf.hants.sch.uk/governors-data/	Free
Contact details for the Headteacher and Governing Body, via the school	School website - https://www.freegrounds-inf.hants.sch.uk/contact-details/	Free
Staffing structure	School website - https://www.freegrounds-inf.hants.sch.uk/whos-who/	Free
School session times and term dates	School Website - https://www.freegrounds-inf.hants.sch.uk/term-dates/ https://www.freegrounds-inf.hants.sch.uk/school-day/	Free
Address of school and contact details, including email address	School website - https://www.freegrounds-inf.hants.sch.uk/contact-details/	Free

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2. Class two: 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)		
Annual budget plan and financial statements	Hard copy: available upon request - contact school	5p per page
Capital funding	Hard copy: available upon request - contact school	5p per page
Financial audit reports	Hard copy: available upon request - contact school	5p per page
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six monthly interval where practical	Hard copy: available upon request - contact school	5p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy: available upon request - contact school	5p per page
Pay policy	Hard copy: available upon request - contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy: available upon request - contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available upon request - contact school	5p per page

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3. Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • The latest Ofsted report • Post inspection action plan 	Website: https://www.compare-school-performance.service.gov.uk/school/115918/freegrounds-infant-school/primary Website: https://reports.ofsted.gov.uk/provider/21/115918 Hard copy: Available upon request – contact school	Free Free 5p per page
Performance management policy and procedures adopted by the governing body	Hard copy: Available upon request - contact school	5p per page
Performance data or a direct link to it	Website: https://www.compare-school-performance.service.gov.uk/school/115918/freegrounds-infant-school/primary Please note our children are only KS1 therefore our performance data is not published.	Free
The schools future plans; for example, proposals for an any consultation on the future of the school, such as a change in status	Hard copy: Available upon request - contact school	5p per page
Safeguarding and child protection	School Website: https://www.freegrounds-inf.hants.sch.uk/policies/ Hard copy: available on request – contact school	Free 5p per page

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4. How we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy / decisions (not individual admission decisions)	School website: https://www.freegrounds-inf.hants.sch.uk/policies/ Hard copy: Available upon request - contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact school	5p per page
5. Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies include: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	School website: https://www.freegrounds-inf.hants.sch.uk/policies/ Hard copy: available upon request - contact school	Free 5p per page
Charging regimes and policies 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see 'How to complete the Guide to Information')	School website: https://www.freegrounds-inf.hants.sch.uk/policies/ Hard copy: Available upon request – contact school	Free 5p per copy

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6. Lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	School Website: https://www.freegrounds-inf.hants.sch.uk/curriculum/	Free
Disclosure logs	Inspection only - contact school	Free
Asset register	Inspection Only - contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	Free
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: https://www.freegrounds-inf.hants.sch.uk/curriculum/	Free
Out of school clubs	School website: https://www.freegrounds-inf.hants.sch.uk/school-clubs/	Free
Services for which the school is entitled to recover a fee, together with those fees	School website: https://www.freegrounds-inf.hants.sch.uk/policies/	Free
School publications, leaflets, books and newsletters	School website: https://www.freegrounds-inf.hants.sch.uk/information-for-parents/	Free

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet (black and white)	Actual cost ^	5 pence per page
	Photocopying/printing @ pence per sheet (colour)	Actual cost ^	Not available

	Postage	Actual cost of royal Mail standard 2 nd class	56 pence
Statutory fee	In accordance with the relevant legislation		Not applicable

^ the actual cost incurred by the public authority

How to request information

If you require a paper version of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are as follows:

Telephone: 01489 782075

In writing: Freegrounds Infant School, Hobb Lane, Hedge End, Southampton, SO30 0GG

Email: headteacher@freegrounds-inf.hants.sch.uk

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please). All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme.

If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher, Freegrounds Infant School, Hobb Lane, Hedge End, Southampton, SO30 0GG.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or Enquiry/Information Line: 01625 545 700 E Mail: publications@ic-foi.demon.co.uk. Website : www.informationcommissioner.gov.uk