

Freedom of Information

Guide to information available from Helsby Hillside Primary School under its publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do This will be current information only		
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Website	
Contact details for the Head teacher and for the governing body	Website	
School prospectus	Website	
Staffing structure	Website	
School session times and term dates	Website	

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Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual budget plan and financial statements Financial information and benchmarking available on Government website	Hard copy / Gov website	Photocopying Costs
Procurement and contracts	Hard copy	Photocopying Costs
Pay policy	Hard copy	Photocopying Costs
Staffing structure	Hard copy	Photocopying Costs

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Class 3 – What our priorities are and how we are doing		
Current information as a minimum		
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 / Gov website	
Performance management policy and procedures adopted by the governing body.	Hard copy	
Schools future plans	Hard copy	Photocopying Costs
Safeguarding – policies and procedures	Website	

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Class 4 – How we make decisions Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website	
Agendas of meetings of the governing body and its sub-committees	Hard Copy	Photocopying Costs
Minutes of meetings– nb this will exclude information that is properly regarded as private to the meetings/part 2 governor minutes.	Hard Copy	Photocopying Costs

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Class 5 – Our policies and procedures	(hard copy or website)	
Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Professional Relations policy • Staffing structure • Freedom of Information Request policy • Equality and diversity (including equal opportunities) policies • Safer recruitment policy 	Website	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex and Relationship Education • Special Educational Needs • Accessibility • Equal Opportunities • Pupil discipline/behaviour • Charges and Remissions 	Website	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies 	Hard Copy	Photocopying Costs

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<ul style="list-style-type: none">• Records retention destruction and archive policies• Data protection (including information sharing policies)		
Class 6 – Lists and Registers Currently maintained lists and registers only		
Disclosure logs	Hard Copy	Photocopying Costs
Asset register	Hard Copy	Photocopying Costs
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	Photocopying Costs

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Class 7 – The services we offer		
Current information only		
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets books and newsletters	Website	
Additional Information		

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Contact details: **Helsby Hillside Primary School**
Telephone: **01928 722991**
e-mail: **admin@hillside.cheshire.sch.uk**

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 @ 5p per sheet (black & white)	Charging Policy
	Photocopying/printing @10p per sheet (colour)	Charging Policy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		