

# Guide to information available from Oak Hill Church of England Primary School under the FOI publication scheme

## **Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts) This will be current information only

<b>Information to be published.</b>	<b>How the information can be obtained?</b> (hard copy and/or website)
Who's who in the school	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>
Who's who on the governing body / board of governors and the basis of their appointment	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>
Instrument of Government / Articles of Association	Hard copy - contact school office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>
School prospectus	Website updated regularly with all information that would be expected in a prospectus, no separate prospectus produced'
Annual Report	N/A
Staffing structure	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>
School session times and term dates	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>
Address of school and contact details, including email address.	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>

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## **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)

Current and previous financial year as a minimum

<b>Information to be published.</b>	<b>How the information can be obtained?</b> (hard copy and/or website)
Annual budget plan and financial statements	Hard copy – Contact school office
Capital funding	Hard copy – Contact school office
Financial audit reports	School fund / FOOHS – hard copy - Contact school office
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy = Contact school office
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 – Contact school office
Pay policy	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>

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<b>Information to be published.</b>	<b>How the information can be obtained?</b> (hard copy and/or website)
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.	N/A
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a> As part of the Pay policy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a> Governor allowance policy

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## **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

<b>Information to be published.</b>	<b>How the information can be obtained?</b> (hard copy and/or website)
Performance data supplied to the English Government	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>
The latest Ofsted - Summary - Full report	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>
Post-inspection action plan	Hard copy of School Improvement Plan - contact school office
Performance management policy and procedures adopted by the governing body.	Hard copy – school office
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy school office No current plans to change status in place
Safeguarding and child protection	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>

Version 3

Oak Hill Church of England Primary School

[www.oakhill.gloucs.sch.uk](http://www.oakhill.gloucs.sch.uk)

Tel 01242 620448

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	
<b>Information to be published.</b>	<b>How the information can be obtained?</b> (hard copy and/or website)
Admissions policy/decisions (not individual admission decisions) – where applicable	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy available from school office

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## **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)  
Current information only.

<b>Information to be published.</b>	<b>How the information can be obtained?</b> (hard copy and/or website)
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Freedom of Information Policy and General Data Protection Regulations Policy on Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a> or hard copy Contact school office
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.	Website <a href="http://www.oakhill.gloucs.sch.uk">www.oakhill.gloucs.sch.uk</a>

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## **Class 6 – Lists and Registers**

Currently maintained lists and registers only (this does not include the attendance register).

<b>Information to be published.</b>	<b>How the information can be obtained?</b> (hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard Copy - Contact school office
Disclosure logs	Hard Copy - Contact school office
Asset register	Hard Copy - Contact school office
Any information the school is currently legally required to hold in publicly available registers	Hard Copy - Contact school office

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
<b>How the information can be obtained?</b>	<b>How the information can be obtained?</b> (hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website / Letter to parents available from school office
Out of school clubs	N/A
Services for which the school is entitled to recover a fee, together with those fees	Charging or Lettings Policies on website
School publications, leaflets, books and newsletters	Website
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	



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## 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
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet/page (black & white)	Actual cost 4p per sheet/page, remainder of fee for staff administrative time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	We will comply in accordance with the Freedom of Information Act in particular section 12. Subject Access request under the Data Protection Act 1998 £10	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		