

Mengham Infant School



Freedom of Information - Guide to information available from Mengham INFANT SCHOOL

Information to be published	How the information can be obtained	
	School website	Hard copy
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	✓	✓
Who's who on the governing body and the basis of their appointment	✓	✓ <i>(See governor minutes)</i>
Instrument of Government	✓ <i>(See governor minutes)</i>	✓
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	✓	✓
Governors' Annual Report	✓	✓
School prospectus	✓	✓
Staffing structure	✓	
School session times and term dates	✓	✓
Address of school and contact details, including email address	✓	✓

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	School website	Hard copy
Annual budget plan and financial statements		✓ (Finance Files in office)
Capital funding		✓ (Finance Files in office)
Financial audit reports		✓ (Finance Files in office)
Details of expenditure items over £2000- published at least annually (but published at a more frequent quarterly or six-monthly intervals where practical)		✓ (Finance Files in 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).		✓ (Finance Files in office)
Pay policy		✓
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.		✓ (Pay policy)
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.		✓ (Pay policy)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		✓

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	School website	Hard copy
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	✓ and Ofsted website	✓ (Ofsted Report)
Performance management policy and procedures adopted by the governing body.		✓
Performance data or a direct link to it	Not applicable for FS or KS1	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		✓ (Governors' minutes)
Safeguarding and child protection	✓	✓
Class 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)	✓ and Hantsweb	✓
Agendas and minutes of meetings of the governing body.(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 and responsibilities) Current information only	School website	Hard copy
School policies and procedures, including the following statutory documents : <ul style="list-style-type: none"> • Charging and remissions policy • Data protection, including protection of biometric information • Complaints procedure • Capability of staff • Newly qualified teachers • Staff discipline, conduct and grievance procedures • Pay Policy • Accessibility plan • Health and safety • First aid in schools • Equality information and objectives (public sector equality duty) 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Pupil and curriculum policies and procedures, including the following statutory documents: <ul style="list-style-type: none"> • Child protection policy • Safeguarding policy • SEND Policy • Supporting children with medical conditions • Relationships education • Behaviour Policy • Behaviour principles written statements • Exclusion Policy • Curriculum for learning statement 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Class 6 – Lists and Registers	School website	Hard copy
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	✓	✓
Disclosure logs		✓ (School Office)
Asset register		✓ (Inventory in Office)
Class 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	✓	✓ (Letters to parents)
Out of school clubs	✓	✓ (Letters to parents)
School publications, leaflets, books and newsletters	✓	✓ (Letters to parents)
Services for which the school is entitled to recover a fee, together with those fees	✓	✓ (Letters to parents)

Contact details:

**The Head teacher
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St Marys Road
Hayling Island
Hampshire
PO11 9DD
Tel: 023 92462470**

SCHEDULE OF CHARGES - TO BE SUPPLIED ON REQUEST

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 per sheet at the current rate (rates available on request)	Actual cost incurred by the school
	Photocopying/printing per sheet at the current rate (rates available on request)	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation