

Freedom of Information

Guide to information available from Hockley Heath Academy under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		

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Who's who in the school	Website Display in Main Entrance	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website Hard Copy available from School Office	Free
Instrument of Government / Articles of Association	Hard Copy available from School Office	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website Hard copy available from School Office	Free
Annual Report (if any)	Website	Free

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	Hard copy available from School Office	
Staffing structure	Website Hard copy available from School Office	Free
School session times and term dates	Website Hard copy available from School Office	Free
Address of school and contact details, including email address.	Website Hard copy available from School Office	Free

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy from School Business Manager	Free
Capital funding	Hard copy from School Business Manager	Free
Financial audit reports	Hard copy from School Business Manager	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy from School Business Manager	Free
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	Hard copy from School Business Manager	Free

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done so on its behalf (for example, a local authority or diocese).		
Pay policy	Hard copy from School Business Manager	Free
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 from School Business Manager	Free
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.	Hard copy from School Business Manager	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy from School Business Manager	Free

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary 	<p>Website</p> <p>Hard copy available from School Office</p>	<p>Free</p>

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<ul style="list-style-type: none"> - Full report • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Hard copy available from School Office	Free
Performance data or a direct link to it	Hard copy available from School Office	Free
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 available from School Office	Free
Safeguarding and child protection	Website Hard copy available from School Office	Free

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website</p> <p>Hard copy available from School Office</p>	<p>Free</p>
<p>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).</p>	<p>Hard copy available from School Office</p>	<p>Free</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>(hard copy or website)</p>	

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<p>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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website Hard copy available from School Office</p>	<p>Free</p>
<p>Class 6 – Lists and Registers</p>		

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Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy available from School Office	Free
Disclosure logs	Inspection Only	Free
Asset register	Inspection Only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection Only	Free
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	

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Extra-curricular activities	Website Hard copy available from School Office	Free
Out of school clubs	Website Hard copy available from School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	Website Hard copy available from School Office	Free
School publications, leaflets, books and newsletters	Website Hard copy available from School Office	Free

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<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p>Abuse Towards Staff Policy Anti Bullying Policy Assessment Policy Behaviour Policy Code of Conduct – Governing Body Code of Conduct – Staff Complaints Policy e Safety Policy Equality Policy EVC Policy Leave of Absence Policy Medical Conditions Policy</p>	<p>Website Hard copy available from School Office</p>	<p>Free</p>

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SEND Policy Whole School Information		
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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
Disbursement cost	Photocopying/printing @ 0.025p per sheet (black & white)	Actual cost 0.025p

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	Photocopying/printing @ 0.025p per sheet (colour)	Actual cost 0.025
	Postage	Actual cost of Royal Mail standard 2 nd class