

# Freedom of Information

## Guide to Published Information

<b>Date Reviewed:</b>	1 February 2024
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### The publication scheme by categories of information published

#### Class 1: Who we are and what we do

Organisational information, structures and contacts.

Information	How this can be obtained	Cost
Instrument of Government	Published <a href="#">on the Department for Education "Get Information About Schools" website</a> .	
School prospectus and curriculum	Details that form the school prospectus and an outline of the school curriculum can be found <a href="#">on the school website</a> .	
Governing Body	Via the <a href="#">Governance section of the school website</a> .	
Information about and duties of the governors	Via the <a href="#">Governance section of the school website</a> .	
School session times and term dates	Via the <a href="#">Events Calendar page of the school website</a> .	
Location and contact information	Via the <a href="#">Contact page of the school website</a> .	

#### Class 2: What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement contracts and financial audit.

Information	How this can be obtained	Cost
<b>Annual budget plan and financial statements</b>	Budget shares are available <a href="#">via Hampshire County Council</a> . Financial profile and benchmarking is available <a href="#">via the Gov.uk website</a> . Additional information on written request.	

<b>Expenditures</b>	Available on written request.	
<b>Capital funding</b>	Available on written request.	
<b>Financial audit reports</b>	Available on written request.	
<b>Procurement and contracts</b>	Available on written request.	
<b>Staff allowances and expenses</b>	Available on written request.	
<b>Staff pay and grading structures</b>	Available on written request.	
<b>Governors' allowances</b>	Available on written request.	
<b>Premiums or other forms of financial support available</b>	Available on written request.	

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

Strategies and plans, performance indicators, audits, inspections and reviews.

<b>Information</b>	<b>How this can be obtained</b>	<b>Cost</b>
<b>Performance data supplied to the government</b>	Via the <a href="#">Gov.uk school performance comparison website</a> .	
<b>Ofsted reports</b>	Via <a href="#">the Ofsted website</a> .	
<b>Performance management information</b>	Available on written request.	
<b>Future plans</b>	Available on <a href="#">the school website</a> or on written request.	
<b>Exam and Assessment results</b>	Via the <a href="#">Gov.uk school performance comparison website</a> .	

The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State are available on the school website.

### **Class 4: How we make decisions**

Decision-making processes and records of decisions.

<b>Information</b>	<b>How this can be obtained</b>	<b>Cost</b>
<b>Admissions policy or decisions</b>	Via the <a href="#">Policies page of the school website</a> .	

<b>Minutes of meetings of the governing body and its committees</b>	Available on written request.	
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## Class 5: Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities:

<b>Information</b>	<b>How this can be obtained</b>	<b>Cost</b>
<b>School policies and other documents</b>	Via the <a href="#">Policies page of the school website.</a>	
<b>Records management and personal data policies</b>	Via the <a href="#">Data Protection Privacy notice on the school website.</a> Additional information by written request.	
<b>Equality and diversity</b>	Via the <a href="#">Policies page on the school website.</a> Additional information by written request.	
<b>Policies and procedures for the recruitment of staff</b>	Available on written request.	
<b>Equality and diversity</b>	Available on written request.	
<b>Safeguarding and child protection</b>	Via the <a href="#">Policies page of the school website.</a> Additional information on written request.	
<b>Pay policy</b>	Available on written request.	
<b>Health and safety</b>	Via the <a href="#">Policies page of the school website.</a> Additional information on written request.	
<b>Policies and procedures for human resources and the recruitment of staff</b>	Available on written request.	
<b>Careers programme information</b>	Available on written request.	
<b>Complaints procedures, including for dealing with parental complaints</b>	Via the <a href="#">Policies page of the school website.</a>	
<b>Charging regimes and policies</b>	Via the <a href="#">Policies page of the school website.</a>	

## Class 6: Lists and registers

<b>Information</b>	<b>How this can be obtained</b>	<b>Cost</b>
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<b>Curriculum circulars and statutory instruments</b>	Via the <a href="#">Curriculum area of the school website</a> .	
<b>CCTV</b>	Available on written request.	
<b>Disclosure logs</b>	Available on written request.	
<b>Asset register</b>	Available on written request.	
<b>Any information the school is currently legally required to hold in publicly available registers</b>	Available on written request.	

## **Class 7: The services we offer**

Information for services Hook Junior School offers is available from the school website or from the Hook Junior School offices, including extra-curricular activities and out of school clubs, leaflets, booklets and newsletters.

<b>Information</b>	<b>How this can be obtained</b>	<b>Cost</b>
<b>Extra-curricular activities</b>	Via the <a href="#">Clubs page of the school website</a> .	
<b>Out of school clubs</b>	Via the <a href="#">Clubs page of the school website</a> .	
<b>School publications</b>	Available on written request.	
<b>Services for which the school is entitled to recover a fee, together with those fees</b>	Available on written request.	
<b>Leaflets, booklets and newsletters</b>	Via the <a href="#">Letters page of the school website</a> . Additional information available on request.	