

Littlehaven Infant School - Freedom of Information publication scheme

Guide to information available from Littlehaven Infant School under the ICO model publication scheme

Reviewed June 2019
Next Review June 2022
Ratified by FGB: 4.07.19

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>	How the information can be obtained	Cost
Who's who in the school	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	Website free Hard copy costs per sheet BW=4p Colour=10p
Who's who on the governing body / board of governors and the basis of their appointment	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Instrument of Government	Hard copy Contact the office 01403 260608	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
School prospectus (if any)	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Staffing structure	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
School session times and term dates	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Address of school and contact details, including email address.	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	

Information on the school website is available in hard copy to parents of pupils attending the school free of charge (one copy per parent). Where costs are given above it is for black and white version/colour version.

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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) <i>Current and previous financial year</i>	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy Contact the office 01403 260608	Website free Hard copy costs per sheet BW=4p Colour=10p
Capital funding	Hard copy Contact the office 01403 260608	
Financial audit reports	Hard copy Contact the office 01403 260608	
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 the office 01403 260608	
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 the local authority).	Hard copy Contact the office 01403 260608	
Pay policy	Hard copy Contact the office 01403 260608	
Staffing, pay and grading structure. (Senior Leadership Team or equivalent in bands of £10,000 and more junior posts, by salary range.)	Hard copy Contact the office 01403 260608	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy Contact the office 01403 260608	
Pupil premium funding report	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
PE and sport premium funding report	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information</i>	How the information can be obtained	Cost
Performance data	https://www.gov.uk/school-performance-tables Hard copy Contact the office 01403 260608	Website free Hard copy costs per sheet BW=4p Colour=10p
The latest Ofsted report	https://reports.beta.ofsted.gov.uk/provider/21/125837 Hard copy Contact the office 01403 260608	
School Development plan (The school's future plans and action to meet identified areas to improve from the most recent Ofsted inspection.)	Hard copy Contact the office 01403 260608	
Performance management policy and procedures adopted by the governing body.	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Safeguarding and child protection – various documents including: <ul style="list-style-type: none"> • Behaviour (Discipline) policy, Anti-Bullying policy, and Behaviour Principles • Child Protection policy • Confidential reporting policy • Safer recruitment process • Health & Safety policy, risk assessments & premises management documents • Supporting pupils with medical conditions 	Hard copy Contact the office 01403 260608 <i>Please note, the school holds certain other information, such as a Central Record of recruiting and vetting checks that is required by law but that is exempt from publication under the data protection act.</i>	
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years</i>	How the information can be obtained	Cost
Admissions policy (West Sussex) Contact information for West Sussex admissions	Website (for WS admissions contact) http://www.littlehaven.w-sussex.sch.uk Hard copy (of WS admissions contact) Contact the office 01403 260608	Website free Hard copy costs per sheet BW=4p Colour=10p
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 Contact the office 01403 260608	

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities not already listed under other classes) <i>Current information only</i>	How the information can be obtained	Cost
Accessibility plan	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	Website free Hard copy costs per sheet BW=4p Colour=10p
Appraisal policy (Teacher appraisal)	Hard copy Contact the office 01403 260608	
Charging policy	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Complaints procedure statement	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Data protection (including information sharing policies)	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Equality information and objectives (public sector equality duty) statement for publication	Hard copy Contact the office 01403 260608	
Freedom of information	Hard copy Contact the office 01403 260608	
Sex & Relationships Education policy	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Special Education Needs policy	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	

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Special Educational Needs information report	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	
Staff capability, conduct, discipline and grievance policies	Hard copy Contact the office 01403 260608	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	How the information can be obtained	Cost
Curriculum circulars and statutory instruments <i>Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum</i>	Website https://www.gov.uk/government/organisations/department-for-education Hard copy Contact the office 01403 260608	
Disclosure logs	<i>Please note, the school holds certain information that is exempt from publication under the data protection act.</i>	Not available
Asset register	Hard copy Contact the office 01403 260608	Hard copy costs per sheet BW=4p Colour=10p
Register of pupils	<i>Please note, the school holds certain information that is exempt from publication under the data protection act.</i>	Not available
Register of business interests of the headteacher and governors	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	Hard copy costs per sheet BW=4p Colour=10p

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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	How the information can be obtained	Cost
After school clubs	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	Hard copy costs per sheet BW=4p Colour=10p
School publications, leaflets, books and newsletters	Website http://www.littlehaven.w-sussex.sch.uk Hard copy Contact the office 01403 260608	

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 @ 4p per sheet (black & white)	Charge includes cost of paper and printing
	Photocopying/printing @ 10p per sheet (colour)	Charge includes cost of paper and printing
	Postage	Actual cost of Royal Mail postal charge
Statutory Fee		In accordance with the relevant legislation

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