

Freedom of Information

Guide to information available from Hoo St Werburgh Primary School under the model publication scheme

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Guide to information available from The Avenue School under the model publication scheme

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website: Landing page - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
Who's who in the school	Website: Senior Leadership Team - 2024/2025 - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
Who's who on the governing body / board of governors and the basis of their appointment	Website: Governor Information - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request -	Free 5p a copy

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	contact school	
Instrument of Government / Articles of Association	Website: Governor Information - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: Get in touch - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy

School prospectus (if any)	Website: Prospectus - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
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	contact school	copy
Annual Report (if any)	NA	
Staffing structure	Website: Senior Leadership Team - 2024/2025 - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
School session times and term dates	Website: Term dates - Hoo St Werburgh Primary School & The Marlborough School day - Hoo St Werburgh Primary School & The Marlborough Hard copy: Sent out in Newsletter, additional hard copy available on request.	Free 5p a copy



Information Commissioner's Office

Address of school and contact details, including email address.	Website: Get in touch - Hoo St Werburgh Primary School & The Marlborough	Free
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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- for the Rivermead Inclusive Trust) Current and previous financial year as a minimum	Website: Financial - Rivermead Inclusive Trust Hard copy: available upon request - contact school	5p a copy
Annual budget plan and financial statements	Hard copy: available upon request - contact school	5p a copy
Capital funding	Hard copy: available upon request - contact school	5p a copy
Financial audit reports	Hard copy: available upon request - contact school	5p a copy
Details of expenditure items over £2000 – published at	Hard copy: available upon request -	5p a

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least annually but at a more frequent quarterly or six-monthly interval where practical.	contact school	copy
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: available upon request - contact school	5p a copy
Pay policy- for The Rivermead Inclusive Trust	Website: Search Results - Rivermead Inclusive Trust Hard copy: available upon request - contact school	Free 5p a copy

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: available upon request - contact school	5p a copy
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior	Hard copy: available upon request - contact school	5p a copy

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Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	5p a copy
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	Hard copy: available upon request - contact school	5p a copy
School profile (if any) And in all cases:	Website: School day - Hoo St Werburgh Primary School & The Marlborough	Free

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• 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 - Full report • Post-inspection action plan	Ofsted and Performance - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	5p a copy
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request - contact school	5p a copy
Performance data or a direct link to it	Exam and Assessment Data.pdf	Free

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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 upon request - contact school	5p a copy
Safeguarding and child protection	Website: Safeguarding - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy: available upon request - contact school	5p a copy

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Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: Admissions - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
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 upon request - contact school	5p a copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Website: Policies - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request -	Free 5p a copy

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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.	contact school	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website: Policies - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
Charging regimes and policies.	Website: Policies - Hoo St Werburgh	Free

	Primary School & The Marlborough Hard copy: available upon request - contact school	5p a copy
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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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Policies - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	5p a copy
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Hard copy: available upon request - contact school	5p a copy
Curriculum circulars and statutory instruments	Hard copy: available upon request -	5p a copy

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Disclosure logs	Hard copy: available upon request - contact school	5p a copy
Asset register	Hard copy: available upon request - contact school	5p a copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy: available upon request - contact school	5p a copy
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	Website: Latest News - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy

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Extra-curricular activities	Website: Latest News - Hoo St Werburgh Primary School & The Marlborough Clubs - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
Out of school clubs	Website: Clubs - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
Services for which the school is entitled to recover a fee,	Hard copy: available upon request -	5p a

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together with those fees	contact school	copy
School publications, leaflets, books and newsletters	Website: Latest News - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school	Free 5p a copy
Additional Information 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
Disbursement cost	Photocopying/printing @ 5 p per sheet (black & white)	Actual cost * 5p per sheet
	Photocopying/printing @	Actual cost

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	5p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority