

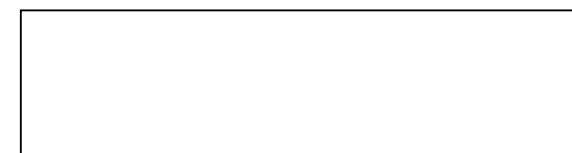
Guide to information available from Old Basing Infant School under the model publication scheme

Information to be published	How the information can be obtained	Cost- if yes see schedule of charges
<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>		
Who's who in the school	<p>Website: www.oldbasinginfants.co.uk</p> <p>Hard copy- School office</p>	<p>£0</p> <p>Yes</p>
Who's who on the governing body and the basis of their appointment	<p>Website: www.oldbasinginfants.co.uk</p> <p>Hard copy- School office</p>	<p>£0</p> <p>Yes</p>
Instrument of Government	<p>Website: www.oldbasinginfants.co.uk</p> <p>Hard copy- School office</p>	<p>£0</p> <p>Yes</p>
Contact details for the Head teacher and for the governing body	<p>Headteacher – Mrs T McCarley Chair of Governors – Mr J Richards Both c/o school: 01256 325704 adminoffice@oldbasing.hants.sch.uk</p>	<p>£0</p> <p>Yes</p>

School prospectus	Website: www.oldbasinginfants.co.uk Hard copy- School office	£0 Yes
Staffing structure	Website: www.oldbasinginfants.co.uk Hard copy- School office	£0 Yes
School session times and term dates	Website: www.oldbasinginfants.co.uk Prospectus School Office	£0 Yes
Address of school and contact details, including e mail address	Website: www.oldbasinginfants.co.uk	£ 0

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		
Annual budget plan and financial statements	https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=2319	£0
Capital funding	https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=2319	£0
Financial audit reports	Inspection only request via Clerk to Governors	£0
Details of expenditure items over £2000- published at least annually	Inspection only request via Clerk to Governors	£0

Procurement and contracts the school has entered into	Inspection only request via Clerk to Governors	£0
Pay policy	Hard copy contact school office	Yes
Staff allowances and expenses that can be incurred and claimed, with totals Paid to individual senior staff members by reference to categories	Inspection only, contact Head Teacher	£0
Staffing and grading structure. Salaries for Senior Leadership Team in bands of £10,000, for junior posts by salary range	Inspection only, contact Head Teacher	£0
Governors' allowances that can be incurred or claimed. Record of total payments made to individual Governors	Inspection only request via Clerk to Governors	Yes
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		



<p>School profile</p> <ul style="list-style-type: none"> <input type="checkbox"/> Government supplied performance data <input type="checkbox"/> The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report <p>Post inspection action plan.</p>	<p>Website: www.oldbasinginfants.co.uk Hard copy-School office www.ofsted.gov.uk</p>	<p>£0</p> <p>Yes</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy- contact School office</p>	<p>Yes</p>
<p>Schools future plans</p>	<p>Hard copy- School office</p>	<p>Yes</p>
<p>Safeguarding and child protection</p>	<p>Website: www.oldbasinginfants.co.uk Hard copy- School office</p>	<p>£0</p> <p>Yes</p>
<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)</p>	<p>Website: www.oldbasinginfants.co.uk Hard copy- School office</p>	<p>£0</p> <p>Yes</p>

Agendas of meetings of the governing body and (if held) its sub-committees	Inspection only Request via Clerk to Governors	£0
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meetings.	Inspection only Request via Clerk to Governors	£0
Class 5 – Our policies and procedures – current information only (Current written protocols, policies and procedures for delivering our services and responsibilities)		

<p>School policies including:</p> <ul style="list-style-type: none"> • Child Protection • Safeguarding • Behaviour • Complaints Policy and Procedures • Admissions- three years minimum • Attendance • Freedom of Information • Anti-bullying • PSHE, SRE and Drugs 	<p>Website:</p> <p>www.oldbasinginfants.co.uk</p> <p>Hard copy- School office</p>	<p>£0</p> <p>Yes</p>
<p>Other policies not on web site:</p> <ul style="list-style-type: none"> • E Safety • Administration of Medicines • Data Protection • Employment equality • Homework • Staff absence • Health and Safety • Staff Code of Conduct • Social Media • Staff acceptable use of IT • Performance Management and Capability • Pay • Recruitment • Security • Restrictive Physical Intervention 	<p>Hard copy- School office</p>	<p>Yes</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Security policies • Data protection (including information sharing policies) 	<p>Hard copy- School office</p>	<p>Yes</p>

<p>Charging regimes and policies.</p> <p>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.</p>	<p>Website: www.ldbasinginfants.co.uk</p> <p>Hard copy- School office</p>	<p>£0</p> <p>Yes</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Curriculum circulars and statutory instruments</p> <p>Disclosure logs</p> <p>Asset register</p> <p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Hard copy Contact School Office- Inspection only</p>	<p>Yes</p>
<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>		
<p>Extra-curricular activities and Out of School Clubs.</p>	<p>Website: www.ldbasinginfants.co.uk</p> <p>Hard copy- School office</p>	<p>£0</p> <p>Yes</p>
<p>School Publications, Leaflets books and newsletters</p>	<p>Website: www.ldbasinginfants.co.uk</p> <p>Hard copy- School office</p>	<p>£0</p> <p>Yes</p>

Contact details:

Old Basing Infant School
Milkingpen Lane
Old Basing
Hampshire
RG24 7DL

Tel. 01256 325706

Web www.oldbasinginfants.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 8p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* The actual cost incurred by the public authority

Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint within 20 school days and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

Policy date	June 2017
Approved by Full Governing Board	July 2017
Date for review	June 2019