

## Freedom of Information

### Guide to information available from Upham Church of England (Aided) Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website)</p> <p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a></p> <p><b>Hard copy</b> Contact school office</p>	<p>See schedule of charges</p>
<p>Who's who in the school</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a></p> <p><b>Hard copy</b> Contact school office</p>	<p>See schedule of charges</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a></p> <p><b>Hard copy</b> Contact school office</p>	<p>See schedule of charges</p>
<p>Instrument of Government</p>	<p>Contact school office</p>	<p>Free</p>
<p>Contact details for the Head teacher and Governors via school</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a></p>	

	<b>Hard copy</b> Contact school office	See schedule of charges
School prospectus	<b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard copy</b> Contact school office	See schedule of charges
Staffing structure	<b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard copy</b> Contact school office	See schedule of charges
School session times and term dates	<b>Prospectus /Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard copy</b> Contact school office	See schedule of charges
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy) Contact school office	See schedule of charges
Annual budget plan and financial statements	Contact school office	
Capitalised funding		
Additional funding		
Procurement and projects		
Pay policy		
Staffing and grading structure		
Governors' allowances	N/A	

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard copy</b> Contact school office</p>	<p>See schedule of charges</p>
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• The latest SIAMS report</li> </ul>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard copy</b> Contact school office</p>	<p>See schedule of charges</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Contact school office</p>	<p>Free</p>
<p>Schools future plans</p>	<p>Contact school office</p>	<p>Free</p>
<p>Safeguarding /Child Protection and Peer on Peer policies' Safeguarding Annual Report to Governors</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard copy</b> Contact school office</p>	<p>See schedule of charges</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p><b>Electronically</b> Contact school office <b>Hard Copy</b> Contact school office</p>	<p>Free</p> <p>See schedule of charges</p>
<p>Admissions Policy/Decisions (not including individual admissions decisions)</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Electronically</b></p>	<p>Free</p>

	Contact school Office	
	<b>Hard Copy</b> Contact School Office	
Agendas of meetings of the Governing Body and, (if held,) its sub-committees.	<b>Electronically</b> Contact School Office <b>Hard Copy</b> Contact School Office	Free  See schedule of charges
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	<b>Electronically</b> Contact school office <b>Hard Copy</b> Contact School Office	Free See schedule of charges
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Electronically</b> Contact school office <b>Hard Copy</b> Contact school office	Free  See schedule of charges
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Data Protection policy</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies (via MOPP)</li> <li>• Annual Staff structure agreed by Governors</li> </ul>	<b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Electronically</b> Contact school office <b>Hard Copy</b> Contact school office	Free  See schedule of charges

<ul style="list-style-type: none"> <li>• Information request handling policy</li> <li>• Single Equality Statement and Objectives.</li> <li>• Staff recruitment policies</li> <li>• Governors Code of Conduct Policy</li> </ul> <p>Are the above available electronically or hard copy from the office?</p>		
<p>Pupil and curriculum policies</p> <ul style="list-style-type: none"> <li>• Our Curriculum details</li> <li>• Attendance Policy</li> <li>• Behaviour and Prevention of Bullying Policy</li> <li>• Collective Worship Policy</li> <li>• E safety Policy</li> <li>• Exclusion Policy</li> <li>• First Aid Policy</li> <li>• Home-school agreement</li> <li>• Mental Health and Wellbeing Policy</li> <li>• Providing Remote Education Policy</li> <li>• RE Policy</li> <li>• Restrictive Physical Intervention Policy</li> <li>• RSHE Policy</li> <li>• Special Needs Policy</li> <li>• Substance Misuse Policy</li> <li>• Supporting Children with Medical Needs Policy</li> </ul>	<p><b>Website</b>  <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a>  <b>Electronically</b>  Contact school office  <b>Hard Copy</b>  Contact school office</p>	<p>Free</p> <p>See schedule of charges</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</p>	<p><b>Electronically</b>  Contact school office  <b>Hard Copy</b>  Contact school office</p>	<p>Free</p> <p>See schedule of charges</p>

clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	<b>Electronically</b> Contact school office  (Hard copy- some information may only be available by inspection)	Free
Curriculum circulars and statutory instruments	Contact school office	
Disclosure logs	Not applicable	
Asset register	<b>Electronically</b>  <b>Hard Copy</b> School Office	<b>Free</b>  See schedule of charges
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Contact school office	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	<b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard copy</b> Contact school office	See schedule of charges
Extra-curricular activities After school; Clubs Sports competitions FUS Events	<b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Electronically</b> Contact school office	Free  See schedule of charges

<p>After school childcare Breakfast Club (Lists of participants,/attendance registers, staff running details, safeguarding and contractual arrangements[such as if the provider paid the school anything] would be confidential with that provider)</p>	<p><b>Hard Copy</b> Contact school office</p>	
<p>Out of school clubs (See above)</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Electronically</b> Contact school office <b>Hard Copy</b> Contact school office</p>	<p>Free  See schedule of charges</p>
<p>School publications</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard Copy</b> Contact school office</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard Copy</b> Contact school office</p>	
<p>Leaflets books and newsletters</p>	<p><b>Website</b> <a href="http://www.upham.hants.sch.uk">www.upham.hants.sch.uk</a> <b>Hard Copy</b> Contact school office.</p>	

**Contact details:**

**Upham Church of England (Aided) Primary School  
Upham Street  
Upham  
SO32 1JD**

**Tel:01489 860335**

**Email: [adminoffice@upham.hants.sch.uk](mailto:adminoffice@upham.hants.sch.uk)**

**Website: [www.upham.hants.sch.uk](http://www.upham.hants.sch.uk)**

**SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPES OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement of cost	Photocopying/printing @ 0.22 ppc per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.16 ppc per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> class.