



## Freedom of Information

### Guide to information available from Houghton Primary School under the model publication scheme



Houghton Primary School  
*Working hard to achieve our best*

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Date reviewed and adopted:	03.03.2020
Reviewed and adopted by:	Full Governing Body
Signed: Chair of governors	
Signed: Headteacher	
Date of next review:	Autumn 2021



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<b>Contact Details</b>	
<p><b>Houghton Primary School</b>                      Chapel Lane                      Houghton                      Cambridgeshire                      PE28 2AY                      Tel: 01480 463398                      Email: <a href="mailto:office@houghton.cambs.sch.uk">office@houghton.cambs.sch.uk</a></p>	<p>Website: <a href="http://www.houghton.cambs.sch.uk">www.houghton.cambs.sch.uk</a></p> <p>Headteacher: Georgina Young <a href="mailto:head@houghton.cambs.sch.uk">head@houghton.cambs.sch.uk</a>                      Chair of Governors: Marina Hilton <a href="mailto:chair@houghton.cambs.sch.uk">chair@houghton.cambs.sch.uk</a></p>

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>		
Who's who in the school	<b>School Website</b> Hardcopy on request from School Office	Free
Who's who on the governing body and the basis of their appointment	<b>School Website</b> Hardcopy on request from School Office	Free
Instrument of Government	<b>School Website</b> Hardcopy on request from School Office	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<b>School Website</b> Hardcopy on request from School Office	Free
School prospectus	<b>School Website</b> Hardcopy on request from School Office	Free
Staffing structure	<b>Hardcopy:</b> On Request from the School Office	Free

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School session times and term dates	<b>School website</b> Hard copy available on request from School Office	Free
<p><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</p>		
Annual budget plan and financial statements	<b>Hardcopy:</b> On Request from the Headteacher	Free
Capitalised funding	<b>Hardcopy:</b> On Request from the Headteacher	Free
Additional funding	<b>Hardcopy:</b> On Request from the Headteacher	Free
Procurement and projects	<b>Hardcopy:</b> On Request from the Headteacher	Free
Pay Policy	<b>Hardcopy:</b> On Request from the School Office	Free
Staffing and grading structure	<b>Hardcopy:</b> On Request from the Headteacher	Free
Governors' allowances	<b>Hardcopy:</b> On Request from the Headteacher or Chair of Governors	Free

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<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>		
The latest Ofsted report - Summary - Full report	<b>School Website/Ofsted Website</b> Hardcopy available on request from the School Office	Free  Free
Performance management policy and procedures adopted by the governing body.	<b>Hardcopy:</b> On Request from the Headteacher	Free
Schools future plans	<b>Hardcopy:</b> On Request from the Headteacher	Free
<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>		
Admissions policy/decisions (not individual admission decisions)	Contact Cambridgeshire County Council Admissions Team 01223 699200 / 01223 699662 <a href="mailto:admissions@cambridgeshire.gov.uk">admissions@cambridgeshire.gov.uk</a>	
Agendas of meetings of the governing body and (if held) its sub-committees	<b>School Website</b> Hardcopy available on request from the Headteacher or clerk of governors	Free
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meetings.	<b>School Website</b> Hardcopy available on request from the Headteacher or clerk of governors	Free

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<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
School policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Health and Safety Policy</li> <li>• Complaints Procedure</li> <li>• Staff Conduct Policy</li> <li>• Discipline and Grievance Policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and Diversity (including equal opportunities) Policies</li> <li>• Staff Recruitment Policies</li> </ul>	Some policies available on school website Hardcopies of all policies are available on request from the headteacher	Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum Policy</li> <li>• Sex Education Policy</li> <li>• Special Educational Needs Policy</li> <li>• Accessibility</li> <li>• Equality Policy</li> <li>• Collective Worship Policy</li> <li>• Behaviour Policy</li> </ul>	Some policies available on school website Hardcopies of all policies are available on request from the headteacher	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<b>Hardcopy:</b> On Request from the School Office	Free

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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	<b>Hardcopy:</b> On Request from the School Office	Free
Disclosure logs	<b>Inspection Only:</b> On request from the Headteacher	Free
Asset register	<b>Inspection Only:</b> On request from the School Office	Free
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	<b>Inspection Only:</b> On request from the Headteacher	Free
<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		
Extra-curricular activities	<b>School Website</b> Hardcopy on Request from the School Office	Free
Out of school clubs	<b>School Website:</b> Hardcopy on Request from the School Office	Free
School publications	<b>Hardcopy:</b> On Request from the School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	<b>Hardcopy:</b> On Request from the School Office	Free

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Leaflets books and newsletters	<b>Hardcopy:</b> On Request from the School Office	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		