

## Freedom of Information

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

	<b>How the information can be obtained</b>	<b>Cost</b>
<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>(School website) <a href="http://www.haymerle.southwark.sch.uk">www.haymerle.southwark.sch.uk</a></p> <p>Hard copy contact school office.</p>	Free
Who's who in the school	<p><a href="http://www.haymerle.southwark.sch.uk">www.haymerle.southwark.sch.uk</a> Staff &amp; Governors Tab</p>	Free
Who's who on the governing body / board of governors and the basis of their appointment	<a href="http://www.haymerle.southwark.sch.uk">www.haymerle.southwark.sch.uk</a>	Free

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Instrument of Government / Articles of Association	<a href="https://www.get-information-schools.service.gov.uk/">https://www.get-information-schools.service.gov.uk/</a>	Free
Contact details for the Head teacher and for the governing body, via the school	Contact School office	Free
School prospectus	<a href="https://www.haymerle.southwark.sch.uk/wp-content/uploads/2014/05/Haymerle-School-Prospectus.pdf">https://www.haymerle.southwark.sch.uk/wp-content/uploads/2014/05/Haymerle-School-Prospectus.pdf</a> Contact school office for hard copy	Free

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Annual Report	<a href="https://www.haymerle.southwark.sch.uk/information/pupil-premium/">https://www.haymerle.southwark.sch.uk/information/pupil-premium/</a>  <a href="https://www.haymerle.southwark.sch.uk/pe-and-sport-grant-2/">https://www.haymerle.southwark.sch.uk/pe-and-sport-grant-2/</a>  <a href="https://www.haymerle.southwark.sch.uk/wp-content/uploads/2015/03/SEN-Information-Report1.docx">https://www.haymerle.southwark.sch.uk/wp-content/uploads/2015/03/SEN-Information-Report1.docx</a>	Free
	Hard copy contact school office	Free

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Staffing structure	<a href="https://www.haymerle.southwark.sch.uk/information/staff-governors/">https://www.haymerle.southwark.sch.uk/information/staff-governors/</a>  Contact school office for hard copy	Free  Free
School session times and term dates	<a href="https://www.haymerle.southwark.sch.uk/wp-content/uploads/2018/07/School-term-and-holiday-dates-2.pdf">https://www.haymerle.southwark.sch.uk/wp-content/uploads/2018/07/School-term-and-holiday-dates-2.pdf</a>  Contact school office for session times.	Free
Address of school and contact details, including email address.	<a href="https://www.haymerle.southwark.sch.uk/contact-us/">https://www.haymerle.southwark.sch.uk/contact-us/</a>	Free

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<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)</p> <p>Current and previous financial year as a minimum</p>	<p><a href="https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=100878&amp;tab=Income&amp;unit=AbsoluteMoney&amp;format=Chartsbsite">https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=100878&amp;tab=Income&amp;unit=AbsoluteMoney&amp;format=Chartsbsite</a></p>	<p>Free</p>
<p>Annual budget plan and financial statements</p>	<p><a href="https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=100878&amp;tab=Income&amp;unit=AbsoluteMoney&amp;format=Chartsbsite">https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=100878&amp;tab=Income&amp;unit=AbsoluteMoney&amp;format=Chartsbsite</a></p>	

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Capital funding	<a href="https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=100878&amp;tab=Income&amp;unit=AbsoluteMoney&amp;format=Chartsbsite">https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=100878&amp;tab=Income&amp;unit=AbsoluteMoney&amp;format=Chartsbsite</a>	
Financial audit reports	Contact school office for hard copy	£2 per copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	N/A	
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).	Contact school office	

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Pay policy	Contact school office for hard copy	£2
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.	N/A	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Contact school office	10p per copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Contact school office	

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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>	<p><a href="https://www.haymerle.southwark.sch.uk/about-us/ofsted/">https://www.haymerle.southwark.sch.uk/about-us/ofsted/</a></p> <p>Contact school office for hard copies</p>	<p>Free</p> <p>Free</p>
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report</li> </ul>	<p><a href="https://www.haymerle.southwark.sch.uk/about-us/ofsted/">https://www.haymerle.southwark.sch.uk/about-us/ofsted/</a></p> <p>Contact school office for hard copies</p>	<p>Free</p> <p>Free</p>



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<ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> <ul style="list-style-type: none"> <li>• Post-inspection action plan</li> </ul>		
Performance management policy and procedures adopted by the governing body.	Contact school office	£2 per copy
Performance data or a direct link to it	<a href="https://www.haymerle.southwark.sch.uk/information/achievement/">https://www.haymerle.southwark.sch.uk/information/achievement/</a>	Free
Safeguarding and child protection	<a href="https://www.haymerle.southwark.sch.uk/policies-and-documents/">https://www.haymerle.southwark.sch.uk/policies-and-documents/</a>	

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<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>Contact school office</p>	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p><a href="https://www.haymerle.southwark.sch.uk/information/admissions/">https://www.haymerle.southwark.sch.uk/information/admissions/</a></p>	<p>Free</p>
<p>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).</p>	<p>Contact school office</p>	<p>£2 per copy</p>
<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>	<p><a href="https://www.haymerle.southwark.sch.uk/information/policies-documents/">https://www.haymerle.southwark.sch.uk/information/policies-documents/</a></p>	<p>Free</p>

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<p>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.</p>	<p>Contact school office for hard copies</p>	
<p>Records management and personal data policies, including:</p> <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>	<p><a href="https://www.haymerle.southwark.sch.uk/information/policies-documents/">https://www.haymerle.southwark.sch.uk/information/policies-documents/</a></p>	<p>Free</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</p>	<p>Contact school office for hard copies</p>	<p>Free</p>

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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").		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	( Some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Contact school office	
Disclosure logs	Contact school office	
Asset register	Contact school office	
Any information the school is currently legally required to hold in publicly available registers	Contact school office	

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<p><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)</p> <p>Current information only</p>	<p><a href="https://www.haymerle.southwark.sch.uk/latest-news/newsletters/">https://www.haymerle.southwark.sch.uk/latest-news/newsletters/</a></p>	Free
Extra-curricular activities	N/A	
Out of school clubs	N/A	
Services for which the school is entitled to recover a fee, together with those fees	Polling station £478.50	
School publications, leaflets, books and newsletters	<a href="http://www.haymerle.southwark.sch.uk">www.haymerle.southwark.sch.uk</a>	Free

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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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *

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	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* The actual cost incurred by the public authority