



Hamsey Primary School

Published guide to information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: https://www.hamsey.e-sussex.sch.uk/web/staff/329672 Hard copy: available upon request – contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website: https://www.hamsey.e-sussex.sch.uk/web/governors_1/413304 Hard copy: available upon request – contact school	Free 5p per page
Instrument of Government	Hard copy: available upon request – contact school	5p per page
Contact details for the Executive Head teacher and for the governing body, via the school	Website: https://www.hamsey.e-sussex.sch.uk/web/contact/8363 Hard copy: available upon request – contact school	Free 5p per page
School Prospectus	Website: https://www.hamsey.e-sussex.sch.uk/web/prospectus/629188 Hard copy: available upon request – contact school	Free Free
Staffing structure	Website: https://www.hamsey.e-sussex.sch.uk/web/staff/329672 Hard copy: available upon request – contact school	Free 5p per page
School session times and term dates	Website: https://www.hamsey.e-sussex.sch.uk/web/term_dates_and_inset_days/539785 Website: https://www.hamsey.e-sussex.sch.uk/web/contact/8363 Hard copy: available upon request – contact school	Free Free 5p per page
Address of school and contact details, including email address	Website: https://www.hamsey.e-sussex.sch.uk/web/contact/8363 Hard copy: available upon request – contact school	Free 5p per page



Information	How the information can be obtained	Cost
Class two: 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	Hard copy: available upon request – contact school	5p per page
Capital funding	Hard copy: available upon request – contact school	5p per page
Financial audit reports	Hard copy: available upon request – contact school	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval were practical	Hard copy: available upon request – contact school	5p per page
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 per page
Pay policy	Hard copy: available upon request – contact school	5p per page
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 per page
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.	Hard copy: available upon request – contact school	5p per page
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 per page



Information	How the information can be obtained	Cost
Class three: What our priorities are and how we are doing (strategy and performance information, plans, assessments, inspections and reviews)		
<ul style="list-style-type: none"> - Performance data supplied to the English Government or a direct link to the data - The latest Ofsted report - Post-inspection action plan 	Website: https://www.hamsey.e-sussex.sch.uk/web/performance_data/671957 Website: https://www.compare-school-performance.service.gov.uk/school/114394/hamsey-community-primary-school Website: https://www.hamsey.e-sussex.sch.uk/web/ofsted/376769 Hard copy: available upon request – contact school	Free Free Free 5p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request – contact school	5p per page
Performance data or a direct link to it	Website: https://www.hamsey.e-sussex.sch.uk/web/performance_data/671957 Hard copy: available upon request – contact school	Free 5p per page
The schools' 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 per page
Safeguarding and child protection	Website: https://www.hamsey.e-sussex.sch.uk/web/child_protection_safeguarding_policy/510846 Hard copy: available upon request – contact school	Free 5p per page
Class four: How we make decisions (policy proposals and decisions, decision making process)		
Admissions policy/decisions (not individual admission decisions)	Website: https://www.hamsey.e-sussex.sch.uk/web/admissions/514704 Hard copy: available upon request – contact school	Free 5p per page
Agendas and approved minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings)	Hard copy: available upon request – contact school	5p per page



Information	How the information can be obtained	Cost
Class five: Our policies and procedures (current written protocols, policies and procedures for delivering our service and responsibilities)		
Records management and personal data policies, including: <ul style="list-style-type: none"> - Information security policies - Records retention, destruction and archive policies - Data protection (including information sharing policies) 	Hard copy: available upon request – contact school	5p per page
Charging regimes and policies 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’).	Website: https://www.hamsey.e-sussex.sch.uk/web/charging_and_remissions_policy_/269537 Hard copy: available upon request – contact school	Free 5p per page

Class six: Lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: https://www.hamsey.e-sussex.sch.uk/web/curriculum_1 Website: https://www.hamsey.e-sussex.sch.uk/web/english_policy/329627 Hard copy: available upon request – contact school	Free Free 5p per page
Disclosure logs	Inspection only – contact school	Free
Asset Register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free



Information	How the information can be obtained	Cost
Class seven: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and business) (current information only)		
Extra-curricular activities	Website: https://www.hamsey.e-sussex.sch.uk/web/school_clubs/329634 Hard copy: available upon request – contact school	Free 5p per page
Out of school clubs	Website: https://www.hamsey.e-sussex.sch.uk/web/breakfast_club/329637	Free
	Website: https://www.hamsey.e-sussex.sch.uk/web/school_clubs/329634 Hard copy: available upon request – contact school	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.hamsey.e-sussex.sch.uk/web/charging_and_remissions_policy_/269537 Hard copy: available upon request – contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website: https://www.hamsey.e-sussex.sch.uk/web/newsletters_/17103 Hard copy: available upon request – contact school	Free 5p per page

Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet (black and white only)	Actual cost	5 pence per page
Disbursement costs	Postage	Actual cost of Royal Mail 2 nd class	Dependant on size and weight
Statutory Fee	In accordance with the relevant legislation		

