

# St Matthew's C.E. Primary School



## Freedom of information Publication Scheme

Ask, and it will be given to you;  
seek, and you will find; knock, and  
it will be opened to you.

[Matthew 7:7](#)

Review date January 2021



# Freedom of Information

## Guide to information available from St Matthew's CE Primary School under the model publication scheme

| Information to be published   | How the information can be obtained   |
|---|---|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | (hard copy and/or website)  |
| Who's who in the school   | <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a> |
| Who's who on the governing body and the basis of their appointment  | <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a> |
| Instrument of Government  | Hard copy from school office  |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))           | <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a> |
| School prospectus   | Hard copy from school office  |
| Annual Report   | n/a   |
| Staffing structure  | Hard copy from school office  |
| School session times and term dates   | <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a> |

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| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)   |
| Annual budget plan and financial statements   | Hard copy from school office |
| Capitalised funding   | Hard copy from school office |
| Additional funding  | Hard copy from school office |
| Procurement and projects  | Hard copy from school office |
| Pay policy  | Hard copy from school office |
| Staffing and grading structure  | Hard copy from school office |
| Governors' allowances   | Hard copy from school office |
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| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current information as a minimum                                | (hard copy or website)  |
| School profile <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></ul> | Hard copy from school office<br>Link to Ofsted report available from website<br><a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a> |
| Performance management policy and procedures adopted by the governing body.   | Hard copy from school office  |
| Schools future plans  | Hard copy from school office  |
| Every Child Matters – policies and procedures   | Hard copy from school office  |
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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous three years as a minimum | (hard copy or website)   |
| Admissions policy/decisions (not individual admission decisions)  | Policy - <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a><br>Decisions in governing body minutes - hard copy from school office |
| Agendas of meetings of the governing body and (if held) its sub-committees  | Hard copy from school office   |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.                             | Hard copy from school office   |
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| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only   | (hard copy or website)  |
| School policies including: <ul style="list-style-type: none"><li>• Charging and remissions policy</li><li>• Health and Safety</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> | All policies available as hard copy from school office<br><br>Some available on <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a> |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Home-school agreement</li><li>• Curriculum</li><li>• Sex education</li><li>• Special educational needs</li></ul>  | All policies available as hard copy from school office<br><br>Some available on <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a> |

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| <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>  |  |
| <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>All policies available as hard copy from school office</p> <p>Some available on <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a></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>All policies available as hard copy from school office</p> <p>Also available on <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a></p> |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>   | <p>(hard copy or website; some information may only be available by inspection)</p>  |
| <p>Curriculum circulars and statutory instruments</p>  | <p>Hard copy from school office<br/>And on class pages at <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a></p>                          |

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| Disclosure logs  | Hard copy from school office  |
| Asset register   | Hard copy from school office  |
| Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )  | Hard copy from school office  |
|  |   |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection)  |
| Extra-curricular activities  | Hard copy from school office and on <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a> |
| Out of school clubs  | Hard copy from school office  |
| School publications  | <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a>                                     |
| Services for which the school is entitled to recover a fee, together with those fees   | n/a   |
| Leaflets books and newsletters   | <a href="http://www.st-matthews.hants.sch.uk/">http://www.st-matthews.hants.sch.uk/</a>                                     |
|  |   |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised  | For additional information please contact the school office   |



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|                    |  |
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| in the lists above |  |
|                    |  |

### Contact details:

#### St Matthew's CE Primary School

Drift Road  
Blackmoor  
Liss  
Hampshire  
GU33 6BN

Telephone: 01420 472844

Fax: 01420 479334

Email: [adminoffice@st-matthews.hants.sch.uk](mailto:adminoffice@st-matthews.hants.sch.uk)

### SCHEDULE OF CHARGES

All information on the web site is free of charge. Information that is provided by the school office will be charged at the actual cost of the photocopying carried out.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|----------------|-------------|-----------------|
|----------------|-------------|-----------------|

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|                          |   |   |
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| <b>Disbursement cost</b> | Photocopying/printing @ 10p per sheet (black & white) | Actual cost *   |
|                          |   |   |
|                          | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class    |
|                          |   |   |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation, as appropriate |
|                          |   |   |
| <b>Other</b>             |   |   |
|                          |   |   |

\* the actual cost incurred by the school