THE HASELWORTH WAY PO12

GOSPORT

HASELWORTH PRIMARY SCHOOL
FREEDOM OF INFORMATION (FOI) PUBLICATION SCHEME

Policy approved:	**September 2026**	**FGB**
Signed:	*N Jones*	**Headteacher**
Signed:	*C Roast*	**Chair of Governors**
Date of next review:	**Spring 2028**	**Two Years**
Monitored and evaluated by:	**Data Protection Officer**	**Annually**

Model publication scheme

Freedom of Information Act

Model publication scheme Version 1.2 20151023

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
    - The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act.
    - The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

Classes of Information – **see appendix a for school information**

Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.
Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Appendix a

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

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do **(Organisational information, structures, locations and contacts)** This will be current information only		
Who's who in the school	Website http://www.haselworth.hants.sch.uk/our-school/	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website http://www.haselworth.hants.sch.uk/meet-the-governors/	Free
Instrument of Government	Website http://www.haselworth.hants.sch.uk/meet-the-governors/	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website http://www.haselworth.hants.sch.uk/contact-details/	Free
Staffing structure	Website http://www.haselworth.hants.sch.uk/our-school/	Free
School session times and term dates	Website http://www.haselworth.hants.sch.uk/our-school/	Free
Address of school and contact details, including email address.	Website http://www.haselworth.hants.sch.uk/contact-details/	Free
Class 2 – 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 – contact school office	Actual cost – See schedule of charges

Information to be published.	How the information can be obtained	Cost
Capital funding	Hard copy – contact school office	Actual cost – See schedule of charges
Financial audit reports	Hard copy – contact school office	Actual cost – See schedule of charges
Details of expenditure items over £2000	Hard copy – contact school office	Actual cost – See schedule of charges
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)	Hard copy – contact school office	Actual cost – See schedule of charges
Pay policy	Hard copy – contact school office	Actual cost – See schedule of charges
Staff allowances and expenses that can be incurred or claimed, by reference to categories.	Hard copy – contact school office	Actual cost – See schedule of charges
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 – contact school office	Actual cost – See schedule of charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – contact school office	Actual cost – See schedule of charges
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Performance data supplied to the English Government, or a direct link to the data	Website https://www.compare-school-performance.service.gov.uk/	Free
The latest Ofsted report - Summary - Full report	Website https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/116165	Free
Post-inspection action plan	Hard copy – contact school office	Actual cost – See schedule of charges

Information to be published.	How the information can be obtained	Cost
Performance management policy and procedures adopted by the governing body.	Hard copy – contact school office	Actual cost – See schedule of charges
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy – contact school office	Actual cost – See schedule of charges
Safeguarding and child protection	Website http://www.haselworth.hants.sch.uk/child-protection-and-safeguarding/	Free
Class 4 – How we make decisions **(Decision making processes and records of decisions)** Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website http://www.haselworth.hants.sch.uk/admissions/	Free
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).	FGB minutes on website http://www.haselworth.hants.sch.uk/fgb-minutes/ Hard copy – contact school office	Free Actual cost – See schedule of charges
Class 5 – Our policies and procedures **(Current written protocols, policies and procedures for delivering our services and responsibilities)** Current information only. 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 English government.		
Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies)	Website http://www.haselworth.hants.sch.uk/policies-2/	Free
Charging regimes and policies. This should include details of any statutory charging regimes.	Website http://www.haselworth.hants.sch.uk/policies-2/	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website	Free

Information to be published.	How the information can be obtained	Cost
	http://www.haselworth.hants.sch.uk/curriculum-3/	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Hard copy – contact school office	Actual cost – See schedule of charges
Class 7 – The services we offer **(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)** Current information only		
Extra-curricular activities	Website http://www.haselworth.hants.sch.uk/topic/school-clubs	Free
Out of school clubs	Website http://www.haselworth.hants.sch.uk/topic/school-clubs	Free
Services for which the school is entitled to recover a fee, together with those fees	Website http://www.haselworth.hants.sch.uk/after-school-club/	Free
School publications, leaflets, books and newsletters	Website http://www.haselworth.hants.sch.uk/topic/parents Hard copy	Free Actual cost – See schedule of charges
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

HASELWORTH PRIMARY SCHOOL FREEDOM OF INFORMATION (FOI) PUBLICATION SCHEME 2026 - 2028

Appendix b

SCHEDULE OF CHARGES - This describes how the charges have been arrived at.

All requests for hard copies are subject to charges, this includes requests for hard copies of items available for free via the website.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.39p per sheet (black & white)	Actual cost
	Photocopying/printing @ 3.9p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the school