

Freedom of Information

Guide to information available from Hoo St Werburgh Primary School under the model publication scheme

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Guide to information available from The Avenue School under the model publication scheme

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| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | <p>Website: Landing page - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request - contact school</p> | <p>Free</p> <p>5p a copy</p> |
| <p>Who's who in the school</p> | <p>Website: Senior Leadership Team - 2024/2025 - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request - contact school</p> | <p>Free</p> <p>5p a copy</p> |
| <p>Who's who on the governing body / board of governors and the basis of their appointment</p> | <p>Website: Governor Information - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request -</p> | <p>Free</p> <p>5p a copy</p> |

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| | contact school | |
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| Instrument of Government / Articles of Association | <p>Website: Governor Information - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request - contact school</p> | <p>Free</p> <p>5p a copy</p> |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | <p>Website: Get in touch - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request - contact school</p> | <p>Free</p> <p>5p a copy</p> |

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| School prospectus (if any) | Website: Prospectus - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school | Free 5p a copy |
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| | contact school | copy |
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| Annual Report (if any) | NA | |
| Staffing structure | Website: Senior Leadership Team - 2024/2025 - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school | Free 5p a copy |
| School session times and term dates | Website: Term dates - Hoo St Werburgh Primary School & The Marlborough School day - Hoo St Werburgh Primary School & The Marlborough Hard copy: Sent out in Newsletter, additional hard copy available on request. | Free 5p a copy |

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| Address of school and contact details, including email address. | Website: Get in touch - Hoo St Werburgh Primary School & The Marlborough | Free |
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| <p>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- for the Rivermead Inclusive Trust)</p> <p>Current and previous financial year as a minimum</p> | <p>Website: Financial - Rivermead Inclusive Trust</p> <p>Hard copy: available upon request - contact school</p> | <p>5p a copy</p> |
| <p>Annual budget plan and financial statements</p> | <p>Hard copy: available upon request - contact school</p> | <p>5p a copy</p> |
| <p>Capital funding</p> | <p>Hard copy: available upon request - contact school</p> | <p>5p a copy</p> |
| <p>Financial audit reports</p> | <p>Hard copy: available upon request - contact school</p> | <p>5p a copy</p> |
| <p>Details of expenditure items over £2000 – published at</p> | <p>Hard copy: available upon request -</p> | <p>5p a</p> |

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| least annually but at a more frequent quarterly or six-monthly interval where practical. | contact school | copy |
| 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 a copy |
| Pay policy- for The Rivermead Inclusive Trust | Website: Search Results - Rivermead Inclusive Trust Hard copy: available upon request - contact school | Free 5p a copy |

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| 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 a copy |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior | Hard copy: available upon request - contact school | 5p a copy |

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| Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | | |
| 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 a copy |
| 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 | Hard copy: available upon request - contact school | 5p a copy |
| School profile (if any) And in all cases: | Website: School day - Hoo St Werburgh Primary School & The Marlborough | Free |

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| <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | <p>Ofsted and Performance - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request - contact school</p> | <p>5p a copy</p> |
| <p>Performance management policy and procedures adopted by the governing body.</p> | <p>Hard copy: available upon request - contact school</p> | <p>5p a copy</p> |
| <p>Performance data or a direct link to it</p> | <p>Exam and Assessment Data.pdf</p> | <p>Free</p> |

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| 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: available upon request - contact school | 5p a copy |
| Safeguarding and child protection | Website: Safeguarding - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school | Free 5p a copy |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | Hard copy: available upon request - contact school | 5p a copy |

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| Current and previous three years as a minimum | | |
| Admissions policy/decisions (not individual admission decisions) – where applicable | Website: Admissions - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school | Free 5p a copy |
| 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). | Hard copy: available upon request - contact school | 5p a copy |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. | Website: Policies - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - | Free 5p a copy |

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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</p> | |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) | <p>Website: Policies - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request - contact school</p> | <p>Free</p> <p>5p a copy</p> |
| <p>Charging regimes and policies.</p> | <p>Website: Policies - Hoo St Werburgh</p> | <p>Free</p> |

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| | Primary School & The Marlborough Hard copy: available upon request - contact school | 5p a copy |
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| <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. 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").</p> | <p>Policies - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request - contact school</p> | <p>5p a copy</p> |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> | <p>Hard copy: available upon request - contact school</p> | <p>5p a copy</p> |
| <p>Curriculum circulars and statutory instruments</p> | <p>Hard copy: available upon request -</p> | <p>5p a cop</p> |

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| Disclosure logs | Hard copy: available upon request - contact school | 5p a copy |
| Asset register | Hard copy: available upon request - contact school | 5p a copy |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy: available upon request - contact school | 5p a copy |
| <p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>Website: Latest News - Hoo St Werburgh Primary School & The Marlborough</p> <p>Hard copy: available upon request - contact school</p> | <p>Free</p> <p>5p a copy</p> |

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| Extra-curricular activities | Website: Latest News - Hoo St Werburgh Primary School & The Marlborough Clubs - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school | Free 5p a copy |
| Out of school clubs | Website: Clubs - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school | Free 5p a copy |
| Services for which the school is entitled to recover a fee, | Hard copy: available upon request - | 5p a |

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| together with those fees | contact school | copy |
| School publications, leaflets, books and newsletters | Website: Latest News - Hoo St Werburgh Primary School & The Marlborough Hard copy: available upon request - contact school | Free 5p a copy |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |
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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.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|-------------------------------|
| Disbursement cost | Photocopying/printing @ 5 p per sheet (black & white) | Actual cost * 5p per sheet |
| | Photocopying/printing @ | Actual cost |

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| | 5p per sheet (colour) | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |

* the actual cost incurred by the public authority