

## Freedom of Information

### Guide to information available from Hathaway Primary School under the Model Publication Scheme

<b>Information that can be obtained from the school</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do:</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p><b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/">http://www.hathaway.ealing.sch.uk/</a></p>	None
Who's who in the school	<p><b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/school-information/staff/">http://www.hathaway.ealing.sch.uk/school-information/staff/</a></p>	None
Who's who on the governing body and the basis of their appointment	<p><b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/sch">http://www.hathaway.ealing.sch.uk/sch</a></p>	None

## Freedom of Information

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	<a href="#">ool-information/governors/</a>	
Instrument of Government	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/policy-statement-internal-control-13-09.pdf">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/policy-statement-internal-control-13-09.pdf</a>	None
Contact details for the Head teacher and for the governing body, via the school.	<b>School Office:</b> Administrator	None
School prospectus (if any)  Currently not available as school is being restructured.	NA	NA
Staffing structure	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/school-information/staff/">http://www.hathaway.ealing.sch.uk/school-information/staff/</a>	None

## Freedom of Information

### Guide to information available from Hathaway Primary School under the Model Publication Scheme

School session times and term dates	<p><b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/calendar/term-dates/">www.hathaway.ealing.sch.uk/calendar/term-dates/</a></p> <p><b>Hard Copy:</b> School Office</p>	None
Address of school and contact details, including email address.	<p><b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/school-information/">http://www.hathaway.ealing.sch.uk/school-information/</a></p> <p><b>Hard Copy:</b> School Office</p>	None
<p><b>Class 2 – What we spend and how we spend it:</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	<p><b>Hard Copy:</b> School Business Manager</p>	None

## Freedom of Information

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Annual budget plan and financial statements	<b>Hard Copy:</b> School Business Manager	None
Capital funding	<b>Hard Copy:</b> School Business Manager	None
Financial audit reports	<b>Hard Copy:</b> School Office	None
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<b>School office:</b> School Business Manager	None
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).	<b>Hard Copy:</b> School Office	
Pay policy	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/15-01-06-">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/15-01-06-</a>	None

## Freedom of Information

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	<a href="#">pay-policy.pdf</a> <b>Hard Copy:</b> School Office	
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.	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/policy-staff-expenses-13-03.pdf">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/policy-staff-expenses-13-03.pdf</a>	None
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.	<b>School office:</b> School Business Manager	
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/15-01-06-governors-allowance-policy.pdf">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/15-01-06-governors-allowance-policy.pdf</a>	None

## Freedom of Information

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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><b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/school-information/ofsted-report/">http://www.hathaway.ealing.sch.uk/school-information/ofsted-report/</a></p>	<p>None</p>
<p>School profile (if any)</p> <ol style="list-style-type: none"> <li>1. Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>2. The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>3. Post-inspection action plan HMI Monitoring Visit, October 2014</li> </ol>	<p><b>School Website:</b></p> <ol style="list-style-type: none"> <li>1. <a href="http://www.hathaway.ealing.sch.uk/school-information/">http://www.hathaway.ealing.sch.uk/school-information/</a></li> <li>2. <a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=101914">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=101914</a></li> <li>3. <a href="http://www.hathaway.ealing.sch.uk/school-information/ofsted-report/">http://www.hathaway.ealing.sch.uk/school-information/ofsted-report/</a></li> <li>3. <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/06/14-10-">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/06/14-10-</a></li> </ol>	<p>None</p>

## Freedom of Information

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	<a href="#">Letter-from-visit-1-Oct-2014.pdf</a>	
Performance management policy and procedures adopted by the governing body.	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/15-01-06-staff-appraisal-policy.pdf">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/15-01-06-staff-appraisal-policy.pdf</a>	None
Performance data	<b>School Website:</b> <a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=101914">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=101914</a>	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>School office:</b> Chair of Governors	NA
Safeguarding and child protection	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/policy-">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/policy-</a>	None

## Freedom of Information

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	<a href="#">safeguarding-13-03.pdf</a>  <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/14-12-18-child-protection-policy.pdf">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/14-12-18-child-protection-policy.pdf</a>	
<b>Class 4 – How we make decisions:</b>  (Decision making processes and records of decisions)  Current and previous three years as a minimum	School office and Governors	None
Admissions policy/decisions	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/school-information/admissions/">http://www.hathaway.ealing.sch.uk/school-information/admissions/</a>	
Agendas and minutes of meetings of the governing	<b>School Office:</b>	None



## Freedom of Information

### Guide to information available from Hathaway Primary School under the Model Publication Scheme

body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Administrator	
<p><b>Class 5 – Our policies and procedures:</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>	<p><b>School Website:</b>  <a href="http://www.hathaway.ealing.sch.uk/school-information/policies/">http://www.hathaway.ealing.sch.uk/school-information/policies/</a></p>	None
<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><b>School Website:</b>  <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/policy-data-protetion-11-05.pdf">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/policy-data-protetion-11-05.pdf</a></p>	None

## Freedom of Information

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Charging regimes and policies.	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/14-12-18-charging-and-remissions.pdf">http://www.hathaway.ealing.sch.uk/wp-content/uploads/2014/07/14-12-18-charging-and-remissions.pdf</a>	None
<b>Class 6 – Lists and Registers:</b>  Currently maintained lists and registers only (this does not include the attendance register).	<b>Hard Copy:</b> School Office	None
Curriculum circulars and statutory instruments	<b>School Website:</b> <a href="http://www.hathaway.ealing.sch.uk/school-information/policies/">http://www.hathaway.ealing.sch.uk/school-information/policies/</a>	None
Disclosure logs	NA	NA
Asset register	<b>School office:</b> Administrator	None

## Freedom of Information

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Any information the school is currently legally required to hold in publicly available registers	School office or London Borough of Ealing	None
<p><b>Class 7 – The services we offer:</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p><b>School Website:</b>  <a href="http://www.hathaway.ealing.sch.uk/news/newsletters/">http://www.hathaway.ealing.sch.uk/news/newsletters/</a></p> <p><b>Hard Copy:</b>            School Office</p>	None
Extra-curricular activities - out of school clubs	<p><b>Hard Copy:</b>            School Office</p>	None
	<p><b>School Website:</b>  <a href="http://www.hathaway.ealing.sch.uk/school-information/breakfast-and-afterschool-clubs/">http://www.hathaway.ealing.sch.uk/school-information/breakfast-and-afterschool-clubs/</a></p>	None

## Freedom of Information

### Guide to information available from Hathaway Primary School under the Model Publication Scheme

Services for which the school is entitled to recover a fee, together with those fees	NA	NA
School publications, leaflets, books and newsletter	<b>Hard Copy:</b> School Office	None

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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 @ 0.4p per sheet (black & white)	Cost per copy paid to photocopier leasing company
	Photocopying/printing @ 1.2p per sheet (colour)	Cost per copy paid to photocopier leasing company
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	NA	NA