

## Freedom of Information Publication Scheme Information available from South Hams Federation

There are five schools within the South Hams Federation; their website addresses are:

<http://www.loddiswellprimaryschool.co.uk/>

<http://www.kingsbridgeprimary.co.uk/>

<http://www.malboroughprimaryschool.co.uk/>

<http://www.modburyprimaryschool.co.uk/>

<http://stokenhamprimaryschool.co.uk/>

The Federation Business Manager is based at Stokenham Primary School and can be contacted at [stokenham@southhamsfederation.org.uk](mailto:stokenham@southhamsfederation.org.uk)

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>	
Who's who in the Federation and Schools	Federation & School Websites
Who's who on the Board of Governors and the basis of their appointment	Federation & School Websites
Instrument of Government	Federation & School Websites
Contact details for the Executive Headteacher and Heads of School and for the Board of Governors for each school	Federation & School Websites

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School prospectus (if any)	N/A – Federation & School Websites
Annual Report (Annual Statement by Chair of Governors)	Federation & School Websites
School session times and term dates	Federation & School Websites
Address of school and contact details.	Federation & School Websites
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copies are available from Federation Business Manager
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Additional Funding – income generating schemes and other sources of funding	Hard copy
Procurement and contracts – details of procedures used for acquisition of goods and services. Details of contracts that have gone through a formal tendering process	Hard copy

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Use of Pupil Premium and Sports Premium Funding	Schools Websites
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy
Staffing, pay and grading structure & Pay Policy	Hard copy
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	Hard copies are available from Federation Business Manager
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied Performance Data</li> <li>• Ofsted report</li> <li>• Post-inspection action plan</li> <li>• SIAMS Report (Church Report)</li> <li>• KS2 Results</li> </ul>	<p>DfE Website school performance tables School Websites Hard Copy Hard Copy Schools Websites</p>

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Improvement Plans	Hard copy
Performance management policy and procedures adopted by the governing body	Hard copy
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Available from the Federation Business Manager (access to this information may be restricted if classified as confidential)
Safeguarding and Child Protection Policy.	Federation & School Websites
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copies are available from Federation Business Manager
Admissions policy – arrangements and procedures and right of appeal	Federation & School Websites
Agendas and minutes of meetings of the Board of Governors and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy

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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>Hard copies are available from Federation Business Manager</p>
<p>Curriculum information, including:</p> <ul style="list-style-type: none"> <li>• What is studied in each academic year/key stage</li> <li>• The names of the phonics or reading schemes used in Key Stage 1</li> <li>• How parents of other members of the public can find out more about the curriculum the school is following</li> </ul>	<p>Schools Websites</p>
<p>Policies:</p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Behaviour Policy</li> <li>• Complaints Policy</li> <li>• SEND Policy and Report</li> <li>• Charging and Remissions Policy</li> </ul>	<p>Federation &amp; School Websites</p>
<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>Hard copy Hard copy Federation &amp; School Websites</p>
<p>Equality and Diversity: (Policies, schemes, statements, procedures and guidelines relating to equal opportunities).</p>	<p>Federation &amp; School Websites</p>

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	
Curriculum circulars and statutory instruments	Hard copy; some information may only be available by inspection
Disclosure logs	Hard copy; some information may only be available by inspection
Asset register	hard copy; some information may only be available by inspection
Any information the school is currently legally required to hold in publicly available registers	Hard copy; some information may only be available by inspection
<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>Current information only</p>	Hard copies are available from Federation Business Manager
Extra-curricular activities	School Websites & hard copy

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Out of school clubs	School Websites & hard copy
Services for which the school is entitled to recover a fee, together with those fees	School Websites & hard copy
School publications, leaflets, books and newsletters	School Websites & hard copy
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	
N/A	

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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
<b>Disbursement cost</b>	Photocopying/printing (black & white)	Actual cost *
	Photocopying/printing (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation currently the Freedom of Information Act 2000
<b>Other</b>	The calculation of other costs will be explained whenever other costs are incurred eg translation.	

\*The actual costs incurred by the South Hams Federation