

# Freedom of Information

## Guide to information available from Loudwater Combined School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	Hard copy – apply to School Office. Information included in School Prospectus and on website	
Who's who on the governing body and the basis of their appointment	Hard copy – apply to School Office. Information included in School Prospectus and on website	
Instrument of Government	Hard copy – apply to 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))	Hard copy – apply to School Office	
School prospectus	Hard copy – apply to School Office and on website	
School Profile	Website	
Staffing structure	Hard copy – apply to School	

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	Office	
School session times and term dates	Hard copy – apply to School Office. Also on School's Website. Information included in School Prospectus	
<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 copy and/or website)	
Annual budget plan and financial statements	Hard copy – apply to School Office	
Capitalised funding	Hard copy – apply to School Office	
Additional funding	Hard copy – apply to School Office	
Procurement and projects	Hard copy – apply to School Office	
Pay policy	Hard copy – apply to School Office	

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Staffing and grading structure	Hard copy – apply to School Office	
Governors' allowances	Hard copy – apply to School Office	
<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>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <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>	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy – apply to School Office	
Schools future plans – School Development Plan	Hard copy – apply to School Office	
Every Child Matters – policies and procedures	Hard copy – apply to School Office	

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Hard copy – apply to School Office. Outline information included in School Prospectus</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard copy – apply to School Office</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy – apply to School Office</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <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> </ul>	<p>All policies can be accessed in the school office, and can be photocopied if required. This may incur a charge. Information included in School Prospectus - Charging and Remission Policy and Complaints Policy</p>	

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<ul style="list-style-type: none"> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>All policies can be accessed in the school office, and can be photocopied if required. This may incur a charge. Information included in School Prospectus</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>All policies can be accessed in the school office, and can be photocopied if required. This may incur a charge</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 can be accessed in the school office, and can be photocopied if required. This may incur a charge. This information is included in the School Prospectus</p>	

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy - These are held in the School Office	
Disclosure logs		
Asset register	Hard Copy - This is held in the 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>		
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard Copy – available via the School Office.	
Out of school clubs	Hard Copy – available via the School Office.	
School publications	Hard Copy – available via the School Office.	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy – available via the School Office.	

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Leaflets books and newsletters	Hard Copy – available via the School Office.	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
No additional info at present		

**Contact details:**

Email: [office@loudwater.bucks.sch.uk](mailto:office@loudwater.bucks.sch.uk)

Website: [www.loudwater.bucks.sch.uk](http://www.loudwater.bucks.sch.uk)

Tel: **01494 524919**

Fax: **01494 538313**

Address: **Loudwater Combined School, School Way, Kingsmead Road, Loudwater, High Wycombe.  
Bucks. HP11 1JJ**

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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 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ ..p per sheet (colour) N/A	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* The actual cost incurred by the public authority