



Freedom of Information

Guide to information available from Hindley Nursery School under the model publication scheme

Information to be published	How the information can be obtained
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	www.hindleynurseryschool.co.uk / Reception areas
Who's who on the governing body and the basis of their appointment	www.hindleynurseryschool.co.uk / Upper floor Reception area
Instrument of Government / Terms of Reference	SOFA
Contact details for the Head Teacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	www.hindleynurseryschool.co.uk / sims system
School prospectus	School Office
Annual Report to Parents	www.hindleynurseryschool.co.uk
Staffing structure	www.hindleynurseryschool.co.uk / Reception
School session times and term dates	www.hindleynurseryschool.co.uk / School Prospectus / School Office



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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)</p> <p>Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	Inspection Only
Capitalised funding / DFC	Inspection Only
Additional funding, Income and USF	Inspection Only
Procurement and projects, Service Level Agreements	Inspection Only
Pay policy	Inspection Only
Staffing and grading structure	Inspection Only
Governors' allowances	Inspection Only



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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • Pupil Premium Data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>www.hindleynurseryschool.co.uk / Headteachers Office</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Headteachers Office</p>
<p>School future plans (School Improvement Plan)</p>	<p>Headteachers Office</p>
<p>All Policies</p>	<p>www.hindleynurseryschool.co.uk / Headteachers Office / SBM Office</p>
<p>SLA's, SEF</p>	<p>Inspection only</p>



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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)	www.hindleynurseryschool.co.uk
Agendas of meetings of the governing body and (if held) its sub-committees	Inspection only
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Inspection only
Governor details and attendance at meetings	www.hindleynurseryschool.co.uk



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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>School Policies</p>	<p>www.hindleynurseryschool.co.uk / Headteachers Office / SBM Office</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>www.hindleynurseryschool.co.uk</p>



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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Children’s Personal files</p>	<p>Inspection Only</p>
<p>Disclosure logs</p>	<p>Inspection Only</p>
<p>Asset register / Inventory</p>	<p>Inspection Only</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Inspection Only</p>



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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	(hard copy or website; some information may only be available by inspection)
Start Well Activities	www.hindleynurseryschool.co.uk
School publications	www.hindleynurseryschool.co.uk
Services for which the school is entitled to recover a fee, together with those fees	www.hindleynurseryschool.co.uk



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Additional Information	
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This will provide schools with the opportunity to publish information that is not itemised in the lists above

Contact details:

Hindley Nursery School Mornington Road Hindley Wigan WN2 4LG	Tel: 01942 488228 Email: enquiries@hindleysurestart.co.uk Website: www.hindleynurseryschool.co.uk
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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	Black & White Photocopying / Printing	10p per sheet
	Colour Photocopying / Printing	20p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (Quote the actual statute)

* the actual cost incurred by the public authority