



**Freedom of Information  
Guide to information available from Osborne 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)  This will be current information only</p>	<p>Held within School Office and is reviewed as needs change.</p>	<p>Free</p>
<p>Who's who in the school</p>	<p>Hard copy Admin Office</p>	<p>Free</p>
<p>Who's who on the governing body and the basis of their appointment (no personal contact details to be made available)</p>	<p>Hard copy Finance Office</p>	<p>Free</p>
<p>Instrument of Government</p>	<p>Hard copy Admin Office</p>	<p>Free</p>
<p>Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) (no personal contact details to be made available)</p>	<p>Hard copy Admin Office</p>	<p>Free</p>
<p>School prospectus</p>	<p>Hard copy Admin Office</p>	<p>Free</p>
<p>Annual Report/School Profile/Annual report Card</p>	<p>Hard copy Admin Office or School HCC Website</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Hard copy Admin Office</p>	<p>Free</p>
<p>School session times and term dates</p>	<p>Hard copy Admin Office</p>	<p>Free</p>

<p><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</p>	<p>(hard copy and/or website) Hard copy Finance Office</p>	<p>Free</p>
<p>Annual budget plan and financial statements</p>	<p>Hard copy Finance Office</p>	<p>Free</p>
<p>Capitalised funding</p>	<p>Hard copy Finance Office</p>	<p>Free</p>
<p>Additional funding</p>	<p>Hard copy Finance Office</p>	<p>Free</p>
<p>Procurement and projects</p>	<p>Hard copy Finance Office</p>	<p>Free</p>
<p>Pay policy</p>	<p>Hard copy Finance Office</p>	<p>Free</p>
<p>Staffing and grading structure</p>	<p>Hard copy Finance Office</p>	<p>Free</p>
<p>Governors' allowances</p>	<p>Hard copy Finance Office</p>	<p>Free</p>
<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>	<p>(hard copy or website) Hard copy Governors or Headteacher</p>	<p>Free</p>
<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>	<p>HCC Website or Hard copy Headteacher's Office Admin Office</p>	<p>Free</p>

Performance management policy and procedures adopted by the governing body.	Hard copy Full Governors/Policy file/Admin Office	Free
Schools future plans	Hard copy Headteacher's office	Free
Every Child Matters – policies and procedures	Hard copy Headteacher's office	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	HCC Website or Hard copy Admin Office	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Finance Office	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy Finance Office or Headteacher's Office	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> <li>Charging and remissions policy</li> </ul>		

<ul style="list-style-type: none"> <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> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Hard copy Admin Office	Free
<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>• Equal Opportunities (incorporating race equality)</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Hard copy Admin Office	Free
<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>	Hard copy Finance office	Free
<p>Charging regimes and policies.</p> <p>Charging Policy</p>	Hard copy Finance office	Free

<b>Class 6 – Lists and Registers</b>		(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only			
Curriculum circulars and statutory instruments		Hard copy Admin Office	Free
Disclosure logs		Hard copy Admin Office	Free
Asset register		Hard copy Finance Office	Free
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )		Hard copy Admin Office	Free
<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)		(hard copy or website; some information may only be available by inspection)	
Current information only			
Extra-curricular activities		Hard copy Admin Office/Reception	Free
Out of school clubs		Hard copy Admin Office/Reception	Free
School publications		Hard copy Admin Office/Reception	Free
Services for which the school is entitled to recover a fee, together with those fees		Hard copy Finance Office	Free
Leaflets books and newsletters		Hard copy Admin Office/Reception	Free

<b>Additional Information</b>		
Curriculum Information SHIP Leaflet SALT Leaflet Post 16 Curriculum		Free

No charge will be made for any information published by the school under the Freedom of Information Act unless claims become excessive.

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**SCHEDULE OF CHARGES**

No schedule is required at present.