

Guide to information available from schools within **Harbourside Learning Partnership** under the ICO's model publication scheme

<p>This guide sets out how the information highlighted in the ICO's Model Publication can be accessed at Harbourside Learning Partnership Schools.</p> <p><i>The majority of FOI requests will be met free of charge. However where the costs fall under a condition specified by the ICO publication scheme, a rationalised fee will be set and required. Harbourside Learning Partnership may also deny the content requested in a FOI request if it is a bracket of data protected from disclosure, it is repeated, unfounded or excessive, the information is not held, it is not a FOI request, the information has already been made public or another public authority is a more appropriate recipient. School and Harbourside Learning Partnership website addresses and contact details can be found on the last page of this document.</i></p>	
Information published / available	How the information can be obtained
<p>Class 1 - Who we are and what we do Organisational information, structures, locations and contacts</p>	
Who's who in the school	<p>Information available on schools' websites; information related to the Trust central services can be found on the Harbourside Learning Partnership website.</p>
Who's who on the local governing body / board of trustees and the basis of their appointment	
Instrument of Government / Articles of Association	
Contact details for the Head teacher and for the governing body, via the school	
Contact details for the CEO and for the trust board, via the central team	
School prospectus	
Staffing structure	
School session times and term dates	
Address of school and contact details, including email address	
Annual Report	<p>Available on the HLP website https://harbourside-learning-partnership.secure-primarysite.net/finance/</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; current and previous financial year	
Annual budget plan	Provided following a request via the central office.
Financial statements	Harbourside Learning Partnership website.
Capital funding	In financial statements on Harbourside Learning Partnership website.
Financial audit reports	
Details of expenditure items over £5000 – published annually	Provided following a direct request via individual school office.
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	Provided following a request via the central office.
Pay policy	
Staff allowances and expenses that can be incurred or claimed	Policy available on request via central office.
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	
Total allowances and expenses 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.	In financial statements on Harbourside Learning Partnership website.
Pay information for salaries of senior staff (SLT or equivalent) in bands of £10,000	
General staffing, pay and grading structure (anonymous and by school)	Request via individual school offices and/or central office.

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Performance data supplied to the DfE	School Performance Tables
The latest Ofsted report	Available on the schools' websites or direct from Ofsted: Ofsted Reports
School Improvement Plan	Provided following a direct request via the school office.
Trust Improvement Plan	Provided following a request via the central office.
Performance Management Policy and Procedures adopted by the Trust Board.	
Safeguarding and Child Protection Policy and Procedures	Available on schools' websites.
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Admissions Policy	Schools' websites and Trust website
Agendas and minutes of meetings of the local governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Available on request via the school office.
Agendas and minutes of meetings of the Trust Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Available on request via the central office.

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
<p>Statutory policies and information including:</p> <ul style="list-style-type: none"> • Admissions • Charges and Remissions • Complaints Policy • Curriculum information • Data Protection (including information sharing policies) • Health and Safety • Information Security Policies • Public Sector Equality Duty / Accessibility Plan • Records Retention, Destruction and Archive Policies • Safeguarding and Child Protection Policy and Procedures • SEND Information Report 	<p>All statutory policies and information is available on school websites. Other policies are available via a direct request to the school office.</p>
<p>Class 6 – Lists and Registers Any information the school is currently legally required to hold in publicly available registers.</p>	
<p>Governance information including records of attendance and register of interests</p>	<p>Individual school websites and Harbourside Learning Partnership website.</p>
<p>Asset register</p>	<p>Available on request from central office.</p>

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Extra-curricular activities	School website
Out of school clubs	School website
Services for which the school is entitled to recover a fee, together with those fees	See 'Charges and Remissions Policy' on school and Trust websites.
School publications, leaflets, books and newsletters	School website

CONTACT DETAILS:

Baden-Powell and St Peters CE Junior School

office@bpsjunior.co.uk

www.bpsjunior.co.uk

01202 743280

Lilliput CE Infant School

office@lilliput.poole.sch.uk

www.lilliput.poole.sch.uk

01202 709013

Oakdale Junior School

office@oakdalejunior.co.uk

www.oakdalejunior.co.uk

01202 685800

Central Team, Harbourside Learning Partnership

office@harbourside.academy

www.harbourside.academy

01202 689418

Courthill Infant School

office@courthillinfants.co.uk

www.courthillinfantschool.co.uk

01202 747381

Longfleet CE Primary School

office@longfleet.poole.sch.uk

<http://www.longfleet.poole.sch.uk>

01202 673652

Old Town Infant School and Nursery

office@oldtown.poole.sch.uk

www.oldtowninfantschool.co.uk

01202 673966