

# Highbury Primary School Freedom Of Information

## Guide to information available from Highbury Primary School under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Who are we and what do we do?</b> Highbury Primary School provides education for primary aged children ( 5 - 11 years) situated in Cosham, Portsmouth.</p> <p>Information concerning staffing structure and governing body membership are available</p> <p>Our full contact details are available on the website and from Portsmouth City Council's Website</p>	<p><b>Website:</b></p>	<p>Free</p>
<p>Instrument of governance are available on request</p>	<p>Contact the school office 02392 375404</p>	<p>Free</p>
<p>Governor membership is available on our school website</p>		
<p>Our school values are publicised on our website as well as information concerning administration, session times and information concerning special educational needs, child protection and accessibility. Copies can also be found on our school website</p>	<p>Contact the school office 02392 375404</p>	<p>Free</p>

<p>An accessibility plan is available which outlines the school's commitment to ensure that all children are able to access our curriculum and fully partake in school life.</p>	<p>Contact the school office 02392 375404</p>	<p>Free</p>
<p>Term dates are available from the school website, Portsmouth City Council website as well as in hardcopy on request</p>	<p>Hard copy available from school office</p>	<p>Free</p>
<p><b>What Do We Spend and How?</b>  School budget shares both historical and current are available from the Portsmouth City Council website</p> <p>Annual budget plan and financial statements are available from the school on request, as is information regarding capital and additional funding.</p> <p>We can also provide information regarding current projects and procurement procedures.</p> <p>The schools Pay Policy has been developed in line with that of Portsmouth City Council and is available on request.</p> <p>The school policy for governor allowances is available on request from the school office. Monitoring of how this money has been spent can be found in the minutes Of Full Governing Body and Leadership &amp; Management Committee</p>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Contact the school office 02392 375404</p>	<p>Free</p> <p>5p per page</p> <p>5p per page</p> <p>Free</p>

<p><b>What are our priorities and how are we doing?</b> The school has a School Improvement Plan.</p> <p>Information contained within these plans can be discussed.</p> <p>The latest Ofsted report is available and a report can be provided on request</p> <p>The performance management policy has been drawn up in conjunction with local authority procedures which have been adopted by the governing body</p>	<p>Contact the school office 02392 375404</p> <p>Hard copy available from the school office</p>	<p>Free</p> <p>Free</p> <p>Free</p>
<p><b>How Do We Make Decisions?</b></p> <p>Decisions are made through various teams within the school: Leadership and Management, Key Stage Staff Meetings, Governors etc. Minutes are retained and available for reference</p>	<p>Contact school office for information regarding decisions</p>	<p>Free</p>
<p>The governors adopt Portsmouth Admissions policy which is available to download</p>		<p>Free</p>
<p>Agendas of the full governing body, together with its committees, are available from the school office, as are minutes of meetings – excluding information that is properly regarded as private to the meetings.</p>	<p>Hard copy</p>	<p>Free</p>
<p><b>What are our policies and procedures?</b> The school adopted policies and procedures, such as staff conduct, discipline and grievance policies, in line with Portsmouth City Council:</p>	<p>Contact school office with enquiries</p>	<p>Free</p>



<b>Lists &amp; Registers</b> Asset register/inventory	Available for inspection contact main school office	Free
<b>The services we offer</b>  The school provides out of school child care from 7:50am until 6pm Monday – Thursday 7:50am until 4.30pm Friday  School publications include a newsletter , governors newsletter and parents notice board  The school can signpost parents to other outside agencies  We offer a range of after school clubs	Contact main school office for details	Free

### Schedule of charges

Type of charge	Description	Basis Of Charge
Disbursement cost	Photocopying/printing @5p per sheet (black and white) Photocopying /printing @10p per sheet (colour) Postage	2p per copy + administration charge  7p + administration charge Royal Mail Standard