Freedom of Information
Guide to information available from Hambledon Primary School under the model publication scheme – May 2026

School Website Address. http://www.hambledon.hants.sch.uk/

Information to be published.	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	School website	Free
Who's who on the governing body / board of governors and the basis of their appointment	School website	Free
Instrument of Government / Articles of Association	Clerk to Governors	5p a sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	Free
School prospectus	School website	Free
Staffing structure	School website	Free
School session times and term dates	School website	Free
Address of school and contact details, including email address.	School website	Free

Freedom of Information
Guide to information available from Hambledon Primary School under the model publication scheme – May 2026

School Website Address. http://www.hambledon.hants.sch.uk/

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 as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	http://www3.hants.gov.uk/schooldetails?dfes=2092	Free
Capital funding	On request from office	5p per sheet
Financial audit reports	On request from office	5p per sheet
Pay policy	On request from office	5p per sheet
Procurements	On request from office	5p per sheet
Staffing, pay and grading structure.	On request from office	5p per sheet
Governors' allowances.	On request from office	5p per sheet

Freedom of Information
Guide to information available from Hambledon Primary School under the model publication scheme – May 2026

School Website Address. http://www.hambledon.hants.sch.uk/

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile • The latest Ofsted report	School website	Free
Performance management policy and procedures adopted by the governing body.	On request from the school office	5p a sheet
• Performance data - Data dashboard information -	School website	Free
The school's future plans if applicable	School website	Free
Safeguarding and child protection policies	School website	Free

Freedom of Information
Guide to information available from Hambledon Primary School under the model publication scheme – May 2026

School Website Address. http://www.hambledon.hants.sch.uk/

Class 4 – How we make decisions (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)	School website	Free
Agendas of meetings of the governing body and its committees.	Clerk to Governors	5p a sheet
Minutes of meetings of the governing body and its committees	Clerk to Governors	Free

Freedom of Information
Guide to information available from Hambledon Primary School under the model publication scheme – May 2026

School Website Address. http://www.hambledon.hants.sch.uk/

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	School website	Free
Charging regimes and policies.	School website	Free

Freedom of Information
Guide to information available from Hambledon Primary School under the model publication scheme – May 2026

School Website Address. http://www.hambledon.hants.sch.uk/

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	http://dcsf.gov/uk/index.htm	Free
Disclosure logs	N/A	
Asset register	On request from school	5p a sheet
Any information the school is currently legally required to hold in publicly available registers **(This does not include the attendance register)**		

Freedom of Information
Guide to information available from Hambledon Primary School under the model publication scheme – May 2026

School Website Address. http://www.hambledon.hants.sch.uk/

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)	
Extra-curricular activities	School website	Free
Out of school clubs	School website	Free
Services for which the school is entitled to recover a fee, together with those fees	School website	Free
School publications, leaflets, books and newsletters	School website	Free

Freedom of Information
Guide to information available from Hambledon Primary School under the model publication scheme – May 2026

School Website Address. http://www.hambledon.hants.sch.uk/

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	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation