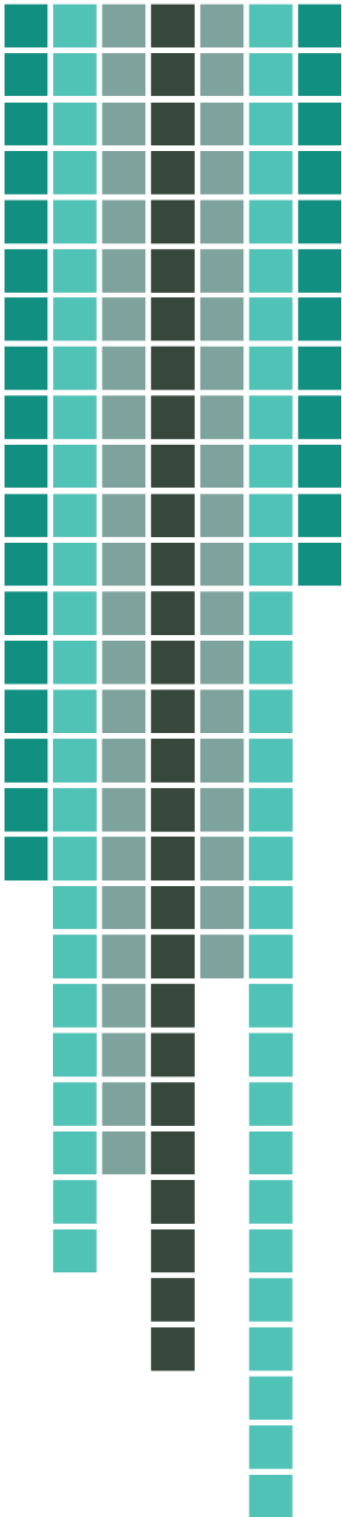




Eggar's School

Freedom of Information



Reviewer	Business Manager
Date approved by FGB	July 2021
Date of next review	July 2024

Freedom of Information Publication Scheme

Eggar's School has adopted the Information Commissioner's Office model publication scheme here:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Feedback and Complaints

If you require further assistance or wish to make a complaint then initially this should be addressed to Mrs J Finnimore, School Business Manager.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry / Information Line: 0303 123 1113 (local rate) 01625 545 745 (national rate)

Website: www.ico.org.uk

**Freedom of Information
Guide to Information from Eggar's School under the model publication scheme**

**PLEASE NOTE THAT CHARGES FOR HARD COPIES DO APPLY.
PLEASE SEE THE SCHEDULE OF CHARGES AT THE END OF THIS DOCUMENT**

Information to be published	How the information can be obtained (hard copy and/or website)
<p>Class I – Who we are and what we do (Organisational information, locations and contacts, constitutional and legal governance) This will be current information only</p>	
Who's who in the school	Hard copy available via the school office
Who's who on the Governing Body and the basis of their appointment	School website www.eggars.net
Articles of Association – Company Number 8036151	Hard copy available via the school office
Academy Funding Agreement	Hard copy available via the school office
Location and contact details for the Head Teacher and for the Governing Body	Head Teacher: Mr Patrick Sullivan Chair of Governors: Mrs L Hillan School website www.eggars.net
School Prospectus	School website www.eggars.net
School session times and term dates	School website www.eggars.net

Appendix A

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts) Current and previous financial year as a minimum</p>	
Annual Accounts	School website www.eggars.net or hard copy available via the school office
Capitalised funding	School website www.eggars.net or hard copy available via the school office
Use of Pupil Premium funding	School website www.eggars.net or hard copy available via the school office
Procurement and projects	Hard copy available via the school office
<p>Class 3 – What priorities are and how we are doing (Strategy and performance information, plans, assessments, inspections and reviews) Current information as a minimum</p>	
<p>School Profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary or full report • Exam results 	<p>http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=138720 http://dashboard.ofsted.gov.uk/dash.php?urn=138720 http://www3.hants.gov.uk/schooldetails?dfes=4000 www.eggars.net www.eggars.net</p>
School's future plans	School Improvement Plan – hard copy available via the school office
<p>Class 4 – How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations) Current and previous 3 years as a minimum</p>	
Admissions Policy / decisions (not individual admission decisions)	www.eggars.net or hard copy available via the school office
Agendas of meetings of the Governing Body and (if held) sub-committees	Hard copies available via the school office
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings	Hard copies available via the school office

Appendix A

Class 5 – Our policies and procedures

(Current written protocols for delivering our functions and responsibilities)

Current information only.

<p>School policies including:</p> <ul style="list-style-type: none"> • Child Protection • Health & Safety • Complaints Procedure • Freedom of Information • Equality Information & Objectives Statement 	<p>www.eggars.net or hard copies available via the school office</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Charging • Home school agreement • Curriculum • Sex and relationship education • Individual needs and disability equality • Accessibility • Collective worship • Behaviour, discipline and exclusion 	<p>www.eggars.net or hard copies available from the school office</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention • Data protection 	<p>Hard copies available via the school office</p>
<p>Other policies</p>	<p>Other policies available from the school office</p>

Class 6 – Lists and Registers

(Information held in registers required by law and other lists and registers relating to the functions of the school)

<p>Curriculum circulars and statutory instruments: Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Head Teacher or Governing Body, relating to the curriculum Asset Register Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)</p>	<p>Hard copy available via the school office; some information may only be available by inspection</p>
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Appendix A

Class 7 – The services we offer

(Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered)
Current information only.

Extra-curricular activities	www.eggars.net
School publications	www.eggars.net
Services for which the school is entitled to recover a fee	www.eggars.net (Charging Policy)
Leaflets books and newsletters	www.eggars.net
Additional Information	www.eggars.net

For specific enquiries, or if you cannot find the publication you are looking for, please contact the Business Manager on 01420 541194

Contact details:

Eggar's School, London Road, Holybourne, Alton, GU34 4EQ

Telephone: 01420 541194

Email: enquiries@eggars.hants.sch.uk

Paying for information

Information published on our website is free.

Single (hard) copies of information covered by this publication are provided free, unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. This will also apply to policies and other documentation which are supplied free of charge as a single request, however when multiple requests are received, a charge will be made (a minimum charge of £5 to cover administrative costs will be made for such items). Where there is a charge this is shown in the schedule of charges.

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION
Disbursement costs	Administration fee £5.00
	Photocopying/printing @ 2 p per sheet (black & white)
	Photocopying/printing @ 5 p per sheet (colour)
	Postage – actual cost of Royal Mail 2 nd class