

Cornerstone Church of England (VA) Primary School

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Mr T Clarke Headteacher



Building our Community with Love, Forgiveness and Hope
Growing an Inspirational Learning Community

Freedom of Information

Guide to information available from Cornerstone Church of England (VA) Primary School under the model publication scheme.

Information on our website can be accessed free of charge. Hard copies can be obtained via the school office (see above for contact details) and will be charged at £0.02 per page for a black & white copy and £0.05 per page for a colour copy.

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained
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	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office
Who’s who on the governing body / board of governors and the basis of their appointment	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office
Instrument of Government / Articles of Association	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office
School prospectus (if any)	n/a
Annual Report (if any)	n/a
Staffing structure	Hard copy via the school office
School session times and term dates	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office
Address of school and contact details, including email address.	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office. Also first page of this policy.
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)	(hard copy and/or website)
Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy via the school office.
Capital funding	Hard copy via the school office.
Financial audit reports	Hard copy via the school office.
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy via the 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 (for example, a local authority or diocese).	Hard copy via the school office.
Pay policy	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent,	Hard copy via the school office.

whose basic actual salary is at least £60,000 per annum) by reference to categories.	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy via the school office.
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	www.cornerstoneprimary.hants.sch.uk or hard copy of the policy via the school office. Record of payments (hard copy) via the school office.
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 (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office. www.cornerstoneprimary.hants.sch.uk or hard copy via the school office. Hard copy via the school office.
Performance management policy and procedures adopted by the governing body.	Hard copy via the school office.
Performance data or a direct link to it	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.

<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.</p>
<p>Safeguarding and child protection</p>	<p>www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Hard copy via the school office.</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>(hard copy or website)</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies 	<p>Hard copy via the school office.</p>

<ul style="list-style-type: none"> Data protection (including information sharing policies) 	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Curriculum circulars and statutory instruments</p>	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.
<p>Disclosure logs</p>	<p>Inspection only via the school office.</p>
<p>Asset register</p>	<p>Inspection only via the school office.</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard copy via the school office.</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Extra-curricular activities</p>	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.
<p>Out of school clubs</p>	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.

Services for which the school is entitled to recover a fee, together with those fees	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.
School publications, leaflets, books and newsletters	www.cornerstoneprimary.hants.sch.uk or hard copy via the school office.