

Freedom of Information

Guide to information available from The Victory Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do The Victory Primary School Education	Website: www.thevictory.portsmouth.sch.uk Hard Copy: School Brochure – Contact Support Officers	Free
Who's who in the school	Website: www.thevictory.portsmouth.sch.uk Hard Copy: School Brochure – Contact Support Officers	Free
Who's who on the governing body and the basis of their appointment	Website: www.thevictory.portsmouth.sch.uk Hard Copy: School Brochure – Contact Support Officers	Free
Instrument of Government	Website:	Free

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	www.thevictory.portsmouth.sch.uk Hard Copy: School Brochure – Contact Support Officers	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website: www.thevictory.portsmouth.sch.uk Hard Copy: School Brochure – Contact Support Officers	Free
School prospectus	Hard Copy: School Brochure – Contact Support Officers	Free
Annual Report	Website: www.thevictory.portsmouth.sch.uk Hard Copy: School Brochure – Contact Support Officers	Free
Staffing structure	Website: www.thevictory.portsmouth.sch.uk Hard Copy: School Brochure – Contact Support Officers	Free

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School session times and term dates	Website: www.thevictory.portsmouth.sch.uk Hard Copy: School Brochure – Contact Support Officers	Free
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: Contact Business Manager	Free
Annual budget plan and financial statements	Hard Copy: Contact Business Manager	Free
Capitalised funding	Hard Copy: Contact Business Manager	Free
Additional funding	Hard Copy: Contact Business Manager	Free
Procurement and projects	Hard Copy: Contact Business Manager	Free
Pay policy	Hard Copy: Contact Business Manager	Free
Staffing and grading structure	Hard Copy: Contact Business Manager	Free
Governors' allowances	Hard Copy: Contact Business Manager	Free

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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	Website: www.thevictory.portsmouth.sch.uk Hard Copy: Contact Support Officers	Free
School profile <ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report	Website: www.thevictory.portsmouth.sch.uk Hard Copy: Contact Headteacher	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy: Contact Headteacher	Free

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Schools future plans	Hard Copy: Contact Headteacher	Free
Every Child Matters – policies and procedures	Hard Copy: Contact Headteacher	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy: Governing Body Minutes – Contact Headteacher	Free
Admissions policy/decisions (not individual admission decisions)	Hard Copy: Governors Minutes, School Brochure Contact Business Manager	Free

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Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy: Contact Headteacher, Business Manager, Clerk to Governors	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	As above	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard Copy: Contact Headteacher, Business Manager	Free

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Current information only		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard Copy: Contact Business Manager	Free
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Hard Copy: Contact Business Manager	Free
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies 	Hard Copy: Contact Headteacher,	Free

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<ul style="list-style-type: none"> Records retention destruction and archive policies Data protection (including information sharing policies) 	Business Manager	
<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.</p>	<p>Hard Copy: Contact Business Manager</p>	Free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Hard copy(some information may only be available by inspection) Contact Headteacher</p>	Free

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Curriculum circulars and statutory instruments	Hard copy(some information may only be available by inspection) Contact Headteacher	Free
Disclosure logs	Hard copy(some information may only be available by inspection) Contact Headteacher	Free
Asset register	Hard copy(some information may only be available by inspection) Contact Headteacher	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy(some information may only be available by inspection) Contact Headteacher	Free

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<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) www.thevictory.portsmouth.sch.uk School Brochure - Contact Support Officers</p>	Free
<p>Extra-curricular activities</p>	<p>Hard copy or website; (some information may only be available by inspection) www.thevictory.portsmouth.sch.uk School Brochure - Contact Support Officers</p>	Free
<p>Out of school clubs</p>	<p>Hard copy or website; (some information may only be available by inspection) www.thevictory.portsmouth.sch.uk School Brochure - Contact</p>	Free

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	Support Officers	
School publications	Hard copy or website; (some information may only be available by inspection) www.thevictory.portsmouth.sch.uk School Brochure - Contact Support Officers	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy: Contact Headteacher, Business Manager	Free
Leaflets books and newsletters	Hard copy or website; (some information may only be available by inspection) www.thevictory.portsmouth.sch.uk School Brochure - Contact Support Officers	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Hard copy or website; (some information may only be available by inspection) www.thevictory.portsmouth.sch.uk	Free

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	School Brochure - Contact Support Officers	

**Contact details: The Victory Primary School, Allaway Avenue, Paulsgrove, Portsmouth, Hampshire PO[^] 4QP
023 9200 1160**

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 @ .0.p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 0.p per sheet (colour)	Actual cost

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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority