

Freedom of Information

Guide to information available from Hemingford Grey Primary School under the model publication scheme July 2025

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	Website Hard Copy	Free A4 B&W 10p A3 B&W 20p A4 Col 30p A3 Col 60p
Who's who in the school	Website: www.hemingfordgrey.cambs.sch.uk Hard copy: Contact School Office	
Who's who on the governing body and the basis of their appointment	Website: www.hemingfordgrey.cambs.sch.uk Hard copy: Contact School Office	
Instrument of Government	Hard copy: Contact School Office	
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website: Main school contact details are on the website (not for individuals) Hard copy: Contact School Office	
School prospectus	Hard copy: Contact School Office (free of charge for prospective parents)	
Staffing structure	Hard copy: Contact School Office	
School session times and term dates	Website: www.hemingfordgrey.cambs.sch.uk Hard copy: Contact School Office	

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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: School Finance and Value Statement Contact School Office	
Annual budget plan and financial statements	Hard copy: Contact School Office	
Capitalised funding	Hard copy: Contact School Office	
Financial audit reports	Hard copy: Contact 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: Contact 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: Contact School Office	
Pay policy	Hard copy: Contact 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, whose basic salary is at least £60,000 per annum) by reference to categories.	Hard copy: Contact School Office	
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: Contact School Office	
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard copy: Contact School Office	

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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	Hard copy: Contact School Office	40p/sheet
School profile (if any) And in all cases: • 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 report, summary and full report • Post inspection action plan	Website: Ofsted report at: www.hemingfordgrey.cambs.sch.uk Hard copy: Contact School Office	Free 40p/sheet
Performance management policy and procedures adopted by the governing body	Hard copy: Contact School Office	40p/sheet
Performance data or a direct link to it	Hard copy: Contact School Office	40p/sheet
The Schools future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: Contact School Office for a copy	40p/sheet
Safeguarding and child protection	Hard copy: We follow the government's recommendations on Keeping Children Safe in Education and it is embedded in our policies. Contact School Office	40p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Website: Governing Body Minutes www.hemingfordgrey.cambs.sch.uk	Free
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)	Website: www.hemingfordgrey.cambs.sch.uk Hard copy: Agendas for full Governing Body and	Free 40p/sheet

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	sub-committees for inspection in Governing Body Filing Cabinet. Contact School Office	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website: www.hemingfordgrey.cambs.sch.uk Hard copy: Contact School Office	Free 40p/sheet
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. These will include policies and procedures for handling information requests.	Website: www.hemingfordgrey.cambs.sch.uk Hard copy: Contact School Office	Free 40p/sheet
Records management and personal data policies, including: - Personal Information policy - Publication scheme and Guide to information	Website: www.hemingfordgrey.cambs.sch.uk Hard copy: Contact School Office	Free 40p/sheet
Charging regimes and policies (Charges for school activities policy and Lettings policy) 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.	Hard copy: Contact School Office	40p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copy: Contact School Office	40p/sheet
Curriculum circulars and statutory instruments (statutory instruments (eg	The schools follows the National Curriculum and all statutory curriculum	

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Regulations), departmental circulars and administrative memoranda sent to the HT/GB concerning the curriculum)	requirements set by Government Website: www.education.gov.uk/ Hard copy: Contact School Office	Free 40p/sheet
(The school does not currently have a disclosure log but will establish one in the future if appropriate, ie if requests for information are received.)		
Asset register	Hard copy: Contact School Office	40p/sheet
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: Contact School Office (some information may only be available by inspection)	40p/sheet
Extra-curricular activities	Hard copy: Contact School Office	40p/sheet
Out of school clubs	Website: www.hemingfordgrey.cambs.sch.uk	Free
Services for which the school is entitled to recover a fee, together with those fees (Lettings Policy)	Hard copy: Contact School Office	40p/sheet
School publications	The school does not currently publish any regular publications.	
Leaflets books and newsletters	Website: www.hemingfordgrey.cambs.sch.uk	Free
Additional Information This will provide schools with the opportunity to publish information that is not		

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itemised in the lists above		
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Contact details:

School Office, Hemingford Grey Primary School, St Ives Road, Hemingford Grey, Cambs PE28 9DU

Tel: 01480 375040

Email: office@hemingfordgrey.cambs.sch.uk Website: www.hemingfordgrey.cambs.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 @ ..p per sheet (black & white)	Actual cost * 40p/sheet
	Photocopying/printing @ ..p per sheet (colour)	n/a
	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