



Hollywater  
School

Inspire. Believe. Achieve.

## Freedom of Information

<b>Approved by: Chair of Governors Stephen Prudence</b>		<b>Date:</b> November 2025
<b>Headteacher: Sarah Kitching</b>		
<b>Last reviewed on:</b>	November 2023	
<b>Next review due by: (Every 2 years)</b>	November 2027	

**Guide to information available from Hollywater School under the model publication scheme.**

**This document shows which information is available to the public and the associated costs of providing certain information. The document also specifies the manner in which information is made available.**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class I - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Hard copy	Actual cost
Who's who in the school	Hard copy	Actual cost
Who's who on the governing body and the basis of their appointment	Hard copy	Actual cost
Instrument of Government	School website and can be obtained from: <a href="https://www.getinformationschools.service.gov.uk/Establishments/Establishment/Details/131068#school-governance">https://www.getinformationschools.service.gov.uk/Establishments/Establishment/Details/131068#school-governance</a>	Free
Contact details for the school (named contacts where possible with telephone number and email address (if used))	School website	Free
Staffing structure	Hard copy	Actual cost
School session times and term dates	School website	Free

<b>Class 2 – What we spend and how we spend it</b> (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	Actual cost
Annual budget plan and financial statements	Hard copy	Actual cost
Capitalised funding	Hard copy	Actual cost
Additional funding	Hard copy	Actual cost
Procurement and projects	Hard copy	Actual cost
Pay policy	Electronic copy or hard copy	Free or Actual cost
Staffing and grading structure	Hard copy	Actual cost
Governors' allowances	Electronic copy or hard copy	Free or Actual cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard copy	Actual cost

School performance : <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>The latest Ofsted report ○ Summary ○ Full report</li> </ul>	School website	Free
Performance management policy and procedures adopted by the governing body.	Electronic copy or hard copy	Free or Actual Cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Hard copy	Actual cost

Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	School website	Free
Agendas of meetings of the governing body and (if held) its subcommittees	Electronic copy	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	Actual cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	School website	Free

<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Disciplinary policy</li> <li>• Information request handling statement</li> <li>• Public sector Equality statement and objectives</li> </ul>	<p>School website School website School website Hard copy School website School website</p>	<p>Free Free Free Actual cost Free Free</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• RSHE policy</li> <li>• SEND information report</li> <li>• Accessibility</li> <li>• Equality Policy</li> <li>• Curriculum statement which includes RE and collective</li> </ul>	<p>Electronic copy School website School website School website Electronic copy School website</p>	<p>Free Free Free Free Free Free</p>
<p>worship</p> <ul style="list-style-type: none"> <li>• Relational Behaviour Policy</li> </ul>	<p>School website</p>	<p>Free</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security procedures</li> <li>• Records retention destruction and archive procedures</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>School website School website School website</p>	<p>Free Free Free</p>

Charging regimes and policies : 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.	School website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy	Actual cost
Curriculum circulars and statutory instruments	School website	Free
Disclosure logs	Hard copy	Actual cost
Asset register	Hard copy	Actual cost
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy	Actual cost
Extra-curricular activities	School website	Free
Services for which the school is entitled to recover a fee, together with those fees	School website	Free
Newsletters and weekly updates	School website	Free
<b>Contact details:</b>		
<b>Hollywater School, Mill Chase Road, Bordon, Hants GU35 OHA</b>	<b>Phone: 01420 474396</b>	

Email: [adminoffice@hollywater.hants.sch.uk](mailto:adminoffice@hollywater.hants.sch.uk)

Website: [www.hollywaterschool.co.uk](http://www.hollywaterschool.co.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
<b>Disbursement cost</b>	Photocopying/printing per sheet (black & white)	Actual cost*
	Photocopying/printing per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£450	Freedom of Information Act 2000
<b>Other</b>	Staff Time	£25 per hour

\* the actual cost incurred by the public authority