



# Freedom of Information Policy

February 2024 to February 2025

Guide to information available under the Freedom of Information Publication Scheme	
Information to be published	How to obtain the information
1. Leadership, Staff and Governors	
Who's who in the school	School website
Governing Body Information	School website
Contact details for the Head Teacher and for the governing body	School website
School Prospectus	School website – hard copy available on request
School Profile	In place of the Annual Report to Parents, the school profile is available online from the Gov.uk website. <a href="https://www.find-school-performance-data.service.gov.uk/school/116418/portchester-community-school">https://www.find-school-performance-data.service.gov.uk/school/116418/portchester-community-school</a>
Class times and term dates	School website
2. Financial Information	
Annual budget	Hard copy available on request
Capitalised funding	
Financial Audit reports	
Procurements and Contracts	
Pay Policy	
Staff allowances and expenses that can be incurred or claimed	
Staff and grading structure	
Governors' allowances	
3. School Priorities	
Performance data	Available from school on request
Ofsted report	<a href="https://portchester.hants.sch.uk/ofsted-report">https://portchester.hants.sch.uk/ofsted-report</a>
Post inspection plan	Available from school on request
Action plan	Available from school on request
4. School decision-making process	
Admissions policy	<a href="https://portchester.hants.sch.uk/admissions">https://portchester.hants.sch.uk/admissions</a>
Governors' meeting agendas and minutes, this will exclude information that is properly regarded as private to the meetings	Available from Clerk to the Governing Body on request



5. Policies and Procedures	
Policies are mostly available through the school website	<a href="https://portchester.hants.sch.uk/policies">https://portchester.hants.sch.uk/policies</a> Any policy not listed can be requested direct from the school
6. Lists and Registers	
Disclosure logs (provides access to responses to requests made under the Freedom of Information Act)	Available from school on request
Asset Register	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	
7. Services	
Extra-Curricular Activities	School website
Community Activities	School website
Website	<a href="https://portchester.hants.sch.uk/home">https://portchester.hants.sch.uk/home</a>
Twitter	@PCSInformation
8. Contact Details	
School Address	Portchester Community School White Hart Lane Portchester Hampshire PO16 9BD
Telephone	023 9236 4399
Email	<a href="mailto:office@portchester.hants.sch.uk">office@portchester.hants.sch.uk</a>
Head Teacher	Mr Richard Carlyle

Under the FOI, we will not charge for staff time, unless other legislation allows this. However, if the cost of complying with the request exceeds the 'appropriate limit' then we are permitted to recover our full costs, including staff time. The appropriate limit is set at £450. Where we estimate the costs will exceed the appropriate limit the following charges will apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopy/printing @p per sheet (black and white)	Actual cost
	Photocopy/printing @p per sheet (colour)	Actual cost
	Postage	Actual cost of First and Second class mail at time of request
Labour Cost	Time spent collating the requested information	£25 per hour

