



## FREEDOM OF INFORMATION: published guide to information

<b>Statutory or non-statutory</b>	Statutory
<b>Reviewed by</b>	Headteacher
<b>Policy review date</b>	March 2024
<b>Date of next review</b>	March 2027

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 - Who we are and what we do (organisational information, structures and contacts - current information only)</b>		
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Hard copy: available on request – contact school	5p per page
Contact details for the Head teacher and for the governing body (named contacts where possible)	Website Hard copy: available on request – contact school	Free 5p per page
Staffing structure	Website Hard copy: available on request – contact school	Free 5p per page
School session times and term dates	Website Hard copy: available on request – contact school	Free 5p per page
Address of school and contact details, including email address	Website Hard copy: available on request – contact school	Free 5p per page

<b>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)</b>		
Annual budget plan and financial statements	Hard copy: available on request – contact school	5p per page
Capital funding	Hard copy: available on request – contact school	5p per page
Additional funding	Hard copy: available on request – contact school	5p per page
Financial audit reports	Hard copy: available on request – contact school	5p per page
Procurement and projects	Hard copy: available on request – contact school	5p per page
Pay policy	Hard copy: available on request – contact school	5p per page
Staffing, pay and grading structure	Hard copy: available on request – contact school	5p per page
Governors' allowances	Hard copy: available on request – contact school	5p per page
<b>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</b>		
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• performance data supplied to government</li> <li>• latest Ofsted report</li> </ul>	Website Hard copy: available on request – contact school	Free 5p per page
Performance management policy and procedures adopted by the governing body.	Hard copy: available on request – contact school	5p per page
Performance data	Website Hard copy: available on request – contact school	Free 5p per page
School's future plans	Hard copy: available on request – contact school	5p per page
Safeguarding and child protection	Website Hard copy: available on request – contact school	Free 5p per page
<b>Class 4 – How we make decisions (decision making processes and records of decisions - current and previous three years as a minimum)</b>		
Admissions policy/decisions (not individual admission decisions)	Website Hard copy: available on request – contact school	Free 5p per page

Agendas and minutes of meetings of the governing body and its sub-committees (NB this will exclude information that is properly regarded as confidential to the meetings)	Hard copy: available on request – contact school	5p per page
<b>Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities - current information only)</b>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention destruction and archive policies</li> </ul>	Website Hard copy: available on request – contact school	Free 5p per page
School policies including: <ul style="list-style-type: none"> <li>Admissions</li> <li>Attendance</li> <li>Behaviour</li> <li>Charging and remissions</li> <li>Complaints</li> <li>Equality and diversity (including equal opportunities)</li> <li>Health and safety</li> <li>Online safety</li> <li>Safeguarding</li> <li>Sex and relationships education</li> <li>Special Educational Needs</li> </ul>	Website Hard copy: available on request – contact school	Free 5p per page
Charging regimes and policies.	Hard copy: available on request – contact school	5p per page
<b>Class 6 – Lists and registers (currently maintained lists and registers only – this does not include the attendance register)</b>		
Curriculum circulars and statutory instruments	Hard copy: available on request – contact school	5p per page
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
<b>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)</b>		
Extra-curricular activities	Website Hard copy: available on request – contact school	Free 5p per page
Out of school clubs	Website Hard copy: available on request – contact school	Free 5p per page

Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available on request – contact school	5p per page
School publications, leaflets, books and newsletters	Website Hard copy: available on request – contact school	Free 5p per page