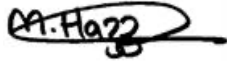




Freedom of Information Publication Scheme

Approved by		
Name:	Mark Hazzard	George Parker
Position:	Head Teacher	Chair of Governors
Signed:		<i>G Parker</i>
Date:	05.01.2021	
Review date:	05.01.2024	

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to comply with ICO current version of this document	April 2019

Published Information	How the information can be obtained	Cost
Class 1 – About Us <i>(Organisational information, structures, locations and contacts)</i>		
Who's who in the school	Published Online	Free
Who's who on the governing body/board of governors and the basis of their appointment	Published Online	Free
Instrument of Government/Articles of Association	Published Online	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Published Online	Free
School prospectus (if any)	None	
Annual Report (if any)	None	
Staffing structure	Published Online	Free
School session times and term dates	Published Online	Free
Address of school and contact details, including email address	Published Online	Free
Class 2 – Financial Information <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual budget plan and financial statements	Available on Request	Free
Capital funding	Available on Request	Free
Financial audit reports	Available on Request	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Available on Request	Free
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)	Available on Request	Free
Pay policy	Available on Request	Free
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 actual salary is at least £60,000 per annum) by reference to categories	Available on Request	Free
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.	Available on Request	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available on Request	Free



Class 3 – School Priorities and Performance <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
School profile (if any) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the Government, or a direct link to the data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	Inspection Report and Data available on the School Website. Action Plans are available on request.	
Performance management policy and procedures adopted by the governing body.	Available on Request	Free
Performance data or a direct link to it	Available on Request	Free
The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Available on Request	Free
Safeguarding and child protection	Published Online	Free
Class 4 – Decision Making <i>(Decision making processes and records of decisions)</i>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Published Online	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).	Available on Request	Free
Class 5 – Policies and Procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention destruction and archive policies Data protection (including information sharing policies)	Available on Request	Free
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Published Online	Free
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Published Online	Free
Disclosure logs	Available on Request	Free
Asset register	Available on Request	Free
Any information the school is currently legally required to hold in publicly available registers	Available on Request	Free



Class 7 – School Services <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Extra-curricular activities	Published Online	Free
Out of school clubs	Published Online	Free
Services for which the school is entitled to recover a fee, together with those fees	Published Online	Free
School publications, leaflets, books and newsletters	Published Online	Free
Additional Information		

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 @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage 66p	Actual cost of Royal Mail standard 2 nd class stamp

* the actual cost incurred by the public authority