

1.

Class 1 - Who we are and what we do

This will be current information only. This information is available on our website or in hard copy by request.

Information available

Who's who in the school

Who's who on the governing body and the basis of their appointment

Information about duties of the governors

Instrument of Government

Location & contact details for the school and key personnel. Names and positions of all staff and how they can be contacted

School prospectus & curriculum

Annual Report

Staffing structure

School session times and term dates

Class 2 – What we spend and how we spend it

Current and previous two financial years as a minimum. This information is available on our website or in hard copy by request.

Information available

Annual budget plan and financial statements

Capital funding

Additional funding

Procurement and contracts

Pay policy

Staffing and grading structure

Staff allowances and expenses

Governors' allowances

Expenditures

Financial Audit Reports

Premiums and other forms of financial support e.g. pupil premium

Class 3 – What our priorities are and how we are doing

Current information as a minimum. This information is available on our website or in hard copy by request.

Information available

School profile:

- Government supplied performance data
- The latest Ofsted report:
 - Summary
 - Full report

Performance management tables, policy and procedures adopted by the governing Schools future plans

Exam and assessment results

Data Protection Impact Assessments (in full or summary format) or any other impact assessments (eg health and safety, equality) as appropriate and relevant.

Class 4 – How we make decisions

Current and previous three years as a minimum. This information is available on our website or in hard copy by request.

Information available

Admissions policy/decisions (not individual admission decisions)

Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.

Class 5 – Our policies and procedures

Current information only. This information is available on our website or in hard copy by request.

Information available

School policies including:

- Charging and remissions policy
- Health and Safety
- Complaints procedure
- Staff conduct policy
- Discipline and grievance policies
- Staffing structure implementation plan
- Information request handling policy
- Safeguarding & Child Protection
- Equality and diversity (including equal opportunities) policies
- Staff recruitment policies
- Pay policy
- Careers Programme information

Pupil and curriculum policies, including:

- Home-school agreement
- Curriculum
- Sex education
- Special educational needs
- Accessibility
- Race equality
- Collective worship
- Pupil discipline
- Behaviour
- Anti-bullying
- eSafety

Records management and personal data policies, including:

- Information security policies
- Records retention destruction and archive policies
- Data protection (including information sharing policies)

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.

Class 6 – Lists and Registers

Some of this information is available on our website or in hard copy by request. Please note some information may only be available by inspection.

| Information to be published |
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| Curriculum circulars and statutory instruments |
| Disclosure logs |
| Asset register |
| Any information the school is currently legally required to hold in publicly available registers |

Class 7 – The services we offer
 Current information only. Some of this information is available on our website or in hard copy by request.
 Please note some information may only be available by inspection.

| Information to be published |
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| Extra-curricular activities |
| Out of school clubs |
| School publications |
| Services for which the school is entitled to recover a fee, together with those fees |
| Leaflets books and newsletters |

2. How to get a copy & potential costs

Where information is available on our website it is free of charge. Where information is not available on our website but forms part of our Publication Scheme it is free of charge. Where information is available on our website, but you have requested a hard copy a charge can be made to cover costs, please see below.

| DESCRIPTION |
|--|
| Photocopying/printing @ 15p per sheet (black & white) |
| Photocopying/printing @ 20p per sheet (colour) |
| Postage – applied at cost of Royal Mail standard 2 nd class post. |