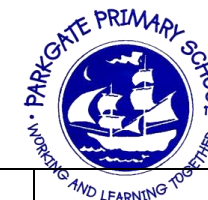


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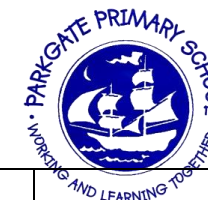
Information.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	Available on website. Hard copy: available on request – contact school	Free
Who's who on the governing body / board of governors and the basis of their appointment	Available on website Hard copy: available on request – contact school	Free
Instrument of Government / Articles of Association	Available on website Hard copy: available on request – contact school	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Available on website Hard copy: available on request – contact school	Free
School prospectus (if any)	Available on website Hard copy: available on request – contact school	Free
Annual Report (if any)	Available on website Hard copy: available on request – contact school	Free
Staffing structure	Hard copy: available on request – contact school	Free
School session times and term dates	Available on website	Free

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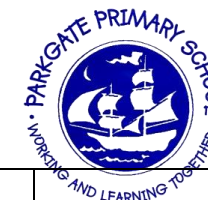
	Hard copy: available on request – contact school	
Address of school and contact details, including email address.	Available on website Hard copy: available on request – contact school	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy: available on request – contact school	Free
Capital funding	Hard copy: available on request – contact school	Free
Financial audit reports	Hard copy: available on request – contact school	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: available on request – contact school	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).	Hard copy: available on request – contact school	Free
Pay policy	Hard copy: available on request – contact school	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.	Hard copy: available on request – contact school	Free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or	Hard copy: available on request – contact school	Free

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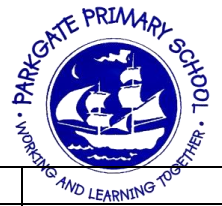
equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available on request – contact school	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any)	Available on website	Free
And in all cases:		
<ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data 	Available on website	Free
<ul style="list-style-type: none"> • The latest Ofsted report 	Available website	Free
<ul style="list-style-type: none"> • Post-inspection action plan 	Hard copy: available on request – contact school	
Performance management policy and procedures adopted by the governing body.	Hard copy: available on request – contact school	
Performance data or a direct link to it	Available on website Hard copy: available on request – contact school	Free
The school's future plans; for example, proposals for and any		Free

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consultation on the future of the school, such as a change in status	Hard copy: available on request – contact school	
Safeguarding and child protection	Available on website Hard copy: available on request – contact school	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Available on website Hard copy: available on request – contact school	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).	Hard copy: available on request – contact school	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.		
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 website Hard copy: available on request – contact school	Free
Charging regimes and policies.	Available on website Hard copy: available on request – contact school	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Available on website Hard copy: available on request – contact school	Free

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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
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		
Extra-curricular activities	Available on website Hard copy: available on request – contact school	Free
Out of school clubs	Available on website Hard copy: available on request – contact school	Free
Services for which the school is entitled to recover a fee, together with those fees	Available on website Hard copy: available on request – contact school	Free
School publications, leaflets, books and newsletters	Available on website Hard copy: available on request – contact school	Free