

## Freedom of Information

### Guide to information available from St Ippolyts School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	Schedule of Charges
Who's who in the school		
Who's who on the governing body and the basis of their appointment		
Instrument of Government		
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))		
School prospectus		
Annual Report		
Staffing structure		
School session times and term dates		

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	hard copy	Schedule of Charges
Annual budget plan and financial statements		
Capitalised funding		
Additional funding		
Procurement and projects		
Pay policy	Please refer to The Grid	
Staffing and grading structure		
Governors' allowances		

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<p><b>Class 3 – What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy and/or website)	Schedule of Charges
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>		
<p>Performance management policy and procedures adopted by the governing body.</p>		
<p>Schools future plans</p>		
<p>Every Child Matters – policies and procedures –</p>		

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<p><b>Class 4 – How we make decisions</b>            (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		Schedule of Charges
Admissions policy/decisions (not individual admission decisions)	Policy as hard copy or on website	
Agendas of meetings of the governing body and (if held) its sub-committees		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	

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<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard Copy	Schedule of Charges
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> </ul>		

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<ul style="list-style-type: none"> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>		
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> <li>• Data protection (including information sharing policies)</li> </ul>		
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.		

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy: some information may only be available by inspection)</p>	<p>Schedule of Charges</p>
<p>Curriculum circulars and statutory instruments</p>		
<p>Disclosure logs</p>		
<p>Asset register</p>		
<p>Any information the school is currently legally required to hold in publicly available registers (<b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b>)</p>		

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<p><b>Class 7 – The services we offer</b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	Schedule of Charges
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		
<p><b>Additional Information</b></p>		



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Contact details: Mrs Rachel Peddie, Headteacher

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class
<b>Statutory Fee</b>	In accordance with the relevant legislation (quote the actual statute)	<b>Statutory Fee</b>
<b>Other</b>		

\* the actual cost incurred by the public authority