

Information Guide

Date of policy: 3 March 2020

Date last review adopted by governing body: 5 March 2020

Frequency of review: Annual

	How the information can be obtained	Cost per page
Class 1 - Who we are and what we do	(hard copy and/or website)	
Who's who in the school	Both	
Who's who on the governing body / board of governors and the basis of their appointment	Both	
Instrument of Government / Articles of Association	Hard copy	5p
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website/verbal	
Staffing structure	Website Hard copy if requested	5p
School session times and term dates	Website/verbal	
Address of school and contact details, including email address.	Website/verbal	
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)	Hard copy and/or website	5p
Current and previous financial year as a minimum	Hard copy	
Annual budget plan and financial statements	Hard copy	5p
Capital funding	Hard copy	5p
Financial audit reports	Hard copy	5p
Details of expenditure items over £2000	Hard copy	5p
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	5p
Pay policy	Hard copy	5p
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	Pay policy Hard copy if requested	5p

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 (currently none)	5p
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	(hard copy or website)	
And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report 	Website Hard copy if needed	5p
Performance management policy	Hard copy if needed	5p
Performance data	Website/Hard copy if needed	5p
School Improvement Plan	Website and via Parentmail	
Safeguarding and child protection	Website Hard copy if needed	5p
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy or website	
Admissions policy	Policy on website Hard copy if requested	5p
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).	Current in foyer Rest hard copy if requested	5p
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	(Hard copy or website)	5p
Records management and personal data policies, including:	Website Hard copy if requested	5p

<ul style="list-style-type: none"> ● Information security policies ● Records retention, destruction and archive policies ● Data protection (including information sharing policies) 		
Curriculum information	Website Hard copy if requested	
Asset register	Hard copy if requested	5p
Class 6 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website and parentmail	
Out of school clubs	Website and parentmail	
Services for which the school is entitled to recover a fee, together with those fees	Website and parentmail	
Newsletters	Website and parentmail Hard copy if needed	

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