FREEDOM OF INFORMATION SCHEME

Date of last review	September 2024	Review period	Three years
Date of next review	September 2027	Committee	Resources
Policy type	Statutory		

Jesus said, 'I am the Good Shepherd... I know my sheep and my sheep know me.' John 10.14

The Scheme

Class 1 – Who we are and what we do **For example: Organisational information, staffing structures, locations and contacts. This will be current information only.**		
Information to be published	**How to get a copy**	**Cost**
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Website	Free
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free

Class 2 – What we spend and how we spend it **For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum**		
Information to be published	**How to get a copy**	**Cost**
Annual budget plan and financial statements	Website Hard copy	Free 1.35p per page (b&w) 5.30p per page (colour)
Capitalised funding	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Additional funding	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Pay policy	Hard copy	1.35p per page (b&w) 5.30p

		per page (colour)
Governors'/Trustees' allowances	Website (see Financial Management Policy)	Free

Class 3 – What our priorities are and how we are doing **For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum**		
Information to be published	**How to get a copy**	**Cost**
School profile: Government supplied performance data The latest Ofsted report:– Summary and Full report	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Schools future plans/School Improvement Plan	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

Class 4 – How we make decisions **For example: Decision making processes and records of decisions. Current and previous three years as a minimum**		
Information to be published	**How to get a copy**	**Cost**
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

Class 5 – Our policies and procedures **For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only**		
Information to be published	**How to get a copy**	**Cost**
School policies including: Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Information request handling policy Equality and diversity (including equal opportunities) policies Staff recruitment policies	Website Hard copy	Free 1.35p per page (b&w) 5.30p per page (colour)
Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special educational needs Accessibility Race equality Collective worship Pupil discipline	Website Hard copy	Free 1.35p per page (b&w) 5.30p per page (colour)
Records management and personal data policies, including: Information security policies Records retention destruction and archive policies Data protection (including information sharing policies)	Website Hard copy	Free 1.35p per page (b&w) 5.30p per

		page (colour)

Class 6 – Lists and Registers **For example: Currently maintained lists and registers only**		
Information to be published	**How to get a copy**	**Cost**
Asset register/Inventory	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

Class 7 – The services we offer **For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only**		
Information to be published	**How to get a copy**	**Cost**
Extra-curricular activities	Website	Free
Leaflets books and newsletters	Website	Free

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 @ 1.35p per sheet (black & white)	Actual cost @ 1.35p per sheet (black & white)
Photocopying/printing @ 5.30p per sheet (colour)		Actual cost @ 5.30p per sheet (colour)
Postage		Actual cost of Royal Mail standard 2nd class *

* The actual cost incurred by the school