

Freedom of Information

Guide to information available from Holy Trinity & St John's CEP School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school – Staffing structure	Hard copy and/or website)	10p per sheet FREE
Who's who on the governing body / board of governors and the basis of their appointment	Hard copy from the school office/ school website	10p per sheet FREE
Instrument of Government	Hard copy from the school office/ school website	10p per sheet FREE

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School office	FREE
School prospectus	Hard copy from the school office/ school website	10p per sheet FREE
Annual Report (if any)	Not Applicable	
Staffing structure	Hard copy from the school office	10p per sheet
School session times and term dates	Hard copy from the school office/ school website	10p per sheet FREE
Address of school and contact details, including email address.	Hard copy from the school office/ school website	10p per sheet FREE

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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	(hard copy and/or website)	
Annual budget plan and financial statements	School office – for inspection	FREE
Capital funding	School office – for inspection	FREE
Financial audit reports	School office – for inspection	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).	School office – for inspection	FREE
Pay policy	School office – for	FREE

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	inspection	
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.	School office – for inspection	FREE
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 bands of £10,000; for more junior posts, by salary range.	School office – for inspection	FREE
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School office – for inspection	FREE
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

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Current information as a minimum		
School profile And in all cases: - 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 report - Summary - Full report - Post-inspection action plan	School website/DfE website Hard copy from school office School website/Ofsted website Hard copy from school office School office – for inspection	FREE 10p per sheet FREE 10p per sheet FREE
Performance management policy and procedures adopted by the governing body.	Hard copy available from school office	10p per sheet

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Performance data or a direct link to it	School office	10p per sheet
	School website/DfE website	FREE
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School office	10p per sheet
Safeguarding and child protection	School office	10p per sheet
	School website	FREE
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/decisions (not individual admission decisions) – where applicable	Local authority website	FREE
	School website. Hard copy from school office	FREE 10p per

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		sheet
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).		
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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	(hard copy or website)	

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Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Hard copy from the school office	10p per sheet
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Hard copy from the school office	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance	(hard copy or website; some information may only be available by inspection)	

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register).		
Curriculum circulars and statutory instruments	Hard copy from the school office	10p per sheet
Disclosure logs		
Asset register	School office – inspection only	FREE
Any information the school is currently legally required to hold in publicly available registers. (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School office – inspection only	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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School office/website	FREE

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Out of school clubs	School office/website	FREE
Services for which the school is entitled to recover a fee, together with those fees	Inspection only	FREE
School publications, leaflets, books and newsletters	School office/website	FREE
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

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

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 10p per sheet
	Photocopying/printing @ ..p per sheet (colour)	N/A
	Postage – in accordance with Royal Mail pricing	Actual cost of Royal Mail standard 2 nd class starting at 66p for letters up to 100g
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		