

FREEDOM OF INFORMATION – PUBLISHED GUIDE TO INFORMATION

Information	How the information can be obtained	Cost
CLASS ONE: WHO WE ARE AND WHAT WE DO (ORGANISATIONAL INFORMATION, STRUCTURES AND CONTACTS)		
Who's who in the school	Website – Senior Leadership Team Pastoral Leaders Staff Directory Hard Copy – available upon request - contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website – Governing Body Details Hard Copy – available upon request - contact school	Free 5p per page
Instrument of Government / Articles of Association	Website – Articles of Association Hard Copy – available upon request - contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website – School Contact Details Hard Copy – available upon request - contact school	Free 5p per page
School prospectus	Website – Prospectus Hard Copy – available upon request - contact school	Free 5p per page
Annual Reports	Website – Annual Reports Hard Copy – available upon request - contact school	Free 5p per page
Staffing structure	Website – Staff Directory Hard Copy – available upon request - contact school	Free 5p per page
School session times and term dates	Website – The School Day Term Dates Hard Copy – available upon request - contact school	Free 5p per page
Address of school and contact details, including email address	Website – School Contact Details Hard Copy – available upon request - contact school	Free 5p per page
CLASS TWO: WHAT WE SPEND AND HOW WE SPEND IT (FINANCIAL INFORMATION RELATING TO PROJECTED AND ACTUAL INCOME AND EXPENDITURE, PROCUREMENT, CONTRACTS AND FINANCIAL AUDIT)		
Annual budget plan and financial statements	Hard Copy – available upon request - contact school	5p per page
Capital funding	Hard Copy – available upon request - contact school	5p per page
Financial audit reports	Hard Copy – available upon request - contact school	5p per page
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 upon request - contact school	5p per page
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 upon request - contact school	5p per page
Pay policy	Website – Pay Policy for School Teaching Staff Hard Copy – available upon request - contact school	5p per page

Information	How the information can be obtained	Cost
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 upon request - contact school	5p per page
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.	Hard Copy – available upon request - contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy – available upon request - contact school	5p per page
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (STRATEGIES AND PLANS, PERFORMANCE INDICATORS, AUDITS, INSPECTIONS AND REVIEWS)		
School profile, and in all cases: <ul style="list-style-type: none"> performance data supplied to the English Government or a direct link to the data the latest Ofsted report post-inspection action plan 	Website – Exam and Assessment Results Government Performance Tables Latest Ofsted Report Tytherington School Improvement Plan Hard Copy – available upon request - contact school	Free 5p per page
Performance management policy and procedures adopted by the governing body	Hard Copy – available upon request - contact school	5p per page
Performance data or a direct link to it	Website – Exam and Assessment Results Hard Copy – available upon request - contact school	Free 5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website – Tytherington School Improvement Plan Hard Copy – available upon request - contact school	Free 5p per page
Safeguarding and child protection	Website – Safeguarding, Welfare, Support & Advice Hard Copy – available upon request - contact school	Free 5p per page
CLASS 4 – HOW WE MAKE DECISIONS (DECISION MAKING PROCESSES AND RECORDS OF DECISIONS)		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website – Admission Arrangements Hard Copy – available upon request - contact school	Free 5p per page
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 upon request - contact school	5p per page
CLASS 5 – OUR POLICIES AND PROCEDURES (CURRENT WRITTEN PROTOCOLS, POLICIES AND PROCEDURES FOR DELIVERING OUR SERVICES AND RESPONSIBILITIES)		
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) 	Website – Data Protection & GDPR Information Hard Copy – available upon request - contact school	Free 5p per page
Charging regimes and policies.	Website – Charging and Remissions Policy Hard Copy – available upon request - contact school	Free 5p per page
CLASS 6 – LISTS AND REGISTERS (CURRENTLY MAINTAINED LISTS AND REGISTERS ONLY – THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
Curriculum circulars and statutory instruments	Website – Our Curriculum Information Hard Copy – available upon request - contact school	Free 5p per page
Disclosure logs	Inspection Only - contact school	Free
Asset register	Inspection Only - contact school	Free

Information	How the information can be obtained	Cost
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)		
Extra-curricular activities	Website – Extra-Curricular The Tythy Challenge Duke of Edinburgh’s Award Hard Copy – available upon request - contact school	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website – Charging and Remissions Policy Hard Copy – available upon request - contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website – School Website Hard Copy – available upon request - contact school	Free 5p per page

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement Costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost
	Photocopying/ printing @ pence per sheet (colour)	Not Available
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	In accordance with the relevant legislation	Not applicable