

Freedom of Information Policy

September 2009

Under the Freedom of Information Act it is a requirement that we provide a right of access to certain types of information held by the school.

All of the following documents are either available on the school website or a copy can be obtained from the school office.

- **Instrument of Government**

The Instrument of Government is a document which records the name and category of the school and the name and constitution of its governing body.

- **School Prospectus**

This is available to download from the website.

- **Governing Body**

An updated list of the governing body is available on the school website.

- **Annual budget plan and financial statements**

Details of the school budget distributed by the Local Authority and the school's annual income and expenditure returns.

- **Capital funding**

Details of the capital funding allocated to the school together with information on related building projects and other capital projects.

- **Additional funding**

Income generated schemes and other sources of funding.

- **Procurement and contracts**

Details of procedures used for the acquisition of goods and services.
Details of contracts that have gone through a formal tendering process.

- **Pay Policy**

The statement of the school's policy and procedures regarding teachers' pay.

- **Staffing and grading structure**

- **Governors' allowances**

Details of allowances and expenses that can be claimed or incurred.

- **School profile**

This is available on the following website

<https://schoolprofile.teachernet.gov.uk>

- **Performance Management information**

Performance management policy and procedures adopted by the governing body.

- **Schools future plans**

Any major proposals for the future of the school.

- **Every Child Matters / child protection**

The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure the functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

- **Admissions policy**

The school's admission arrangements and procedures, together with information about the right to appeal.

- **Minutes of the meetings of the Governing body and its sub-committees**

- **School Policies**

A full list of the School Policies are on the school website.

- **Records management and personal data policies**

This includes information security policies, records retention, and destruction and archive policies and data protection.

- **Equality and diversity**

This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- **Policies and procedures for the recruitment of staff**

- **Charging policies**

- **Curriculum circulars and statutory instruments**

- **Disclosure logs**

- **Asset register**

Other information including –

Extra curricular activities, out of school clubs, school publications, leaflets, booklets and newsletters.

