

Freedom of Information

Guide to information available from Graham Raincliffe Federation under the model publication scheme

Information to be published	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	Hard Copy	Free
Who's who on the governing body and the basis of their appointment	Hard Copy	Free
Instrument of Government	Hard Copy	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard Copy	Free
School prospectus	Hard Copy	Free
Staffing structure	Hard Copy	Free
School session times and term dates	Hard Copy	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	Hard Copy	Free
Capitalised funding	Hard Copy	Free
Additional funding	Hard Copy	Free
Procurement and projects	Hard Copy	Free
Pay policy	Hard Copy	Free
Staffing and grading structure	Hard Copy	Free
Governors' allowances	Hard Copy	Free

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard Copy	Free
<p>Performance management policy and procedures adopted by the governing body.</p>	Hard Copy	Free
<p>Schools future plans</p>	Hard Copy	Free
<p>Every Child Matters – policies and procedures</p>	Hard Copy	Free

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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)	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	Free

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard Copy	Free
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Hard Copy	Free

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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)	Hard Copy	Free
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.	Hard Copy	Free

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy	Free
Disclosure logs	Hard Copy	Free
Asset register	Hard Copy	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	Free

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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	Hard Copy	Free
Out of school clubs	Hard Copy	Free
School publications	Hard Copy	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	Free
Leaflets books and newsletters	Hard Copy	Free

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