



HOLY TRINITY

Church of England Academy

Freedom of Information

Guide to information available from Holy Trinity CE Academy 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)	Please refer to schedule of charges
Who's who in the school	Hard copy and Website Contact Head Teacher	
Who's who on the governing body and the basis of their appointment	Hard copy and Website Contact Head Teacher	
Instrument of Government	Hard copy Contact School Business Manager	
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 Contact School Business Manager	
Staffing structure	Hard copy Contact Head Teacher	
School session times and term dates	Hard copy and Website Contact Head Teacher	
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	Please refer to schedule of charges
Annual budget plan and financial statements	Hard copy Contact Head Teacher	
Capitalised funding	Hard copy Contact Head Teacher	
Additional funding	Hard copy	

	Contact School Business Manager	
Procurement and projects	Hard copy Contact School Business Manager	
Pay policy	Hard copy Contact School Business Manager	
Staffing and grading structure	Hard copy Contact Head Teacher	
Governors' allowances	Members of the Governing Body do not claim expenses.	
Class 3 – What our priorities are and how we are doing? (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	Please refer to schedule of charges
Current information as a minimum		
School Profile:- <ul style="list-style-type: none"> Government supplied performance data The latest OFSTED report (summary or full report) 	Hard copy Contact School Business Manager	
Performance management policy and procedures adopted by the governing body.	Hard copy and website	
Class 4 – How we make decisions? Admissions Policy / decisions (not individual admission decisions)	Hard copy and website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy Contact School Business Manager	
Minutes of meetings (as above) – please note this will exclude information that is deemed confidential to the meetings	Hard Copy Contact School Business Manager	
Class 5 – Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy and website	Please refer to schedule of charges
Current information only		
School policies including:- <ul style="list-style-type: none"> Health and Safety Complaints Procedure Discipline and Grievance Equal Opportunities 	Hard Copy Contact School Business Manager As above As above As above	
Pupil and curriculum policies, including:-	Hard copy and website	

<ul style="list-style-type: none"> • Home School Agreement • Sex and Relationships Education • Admissions Policy • Admissions Timetable • Special Educational Needs and Inclusion • Accessibility Plan • Behaviour and Discipline 	<p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>	
<p>Records management and personal data policies, including:-</p> <ul style="list-style-type: none"> • Data Protection – CCTV • Data Protection • Records Retention Schedule and Archive • Freedom of Information 	<p>Hard copy and website</p> <p>Contact School Business Manager</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>	
<p>Charging regimes and policies</p> <ul style="list-style-type: none"> • 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. 	<p>Hard copy and website</p> <p>Contact School Business Manager</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers</p>	<p>Hard copy (some information may only be available by inspection)</p>	<p>Please refer to schedule of charges</p>
<p>Asset Register</p>	<p>Inspection Only</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER).</p>		
<p>Class 7 – The services we offer</p> <p>Extra Curricular Activities</p>	<p>Contact School Business Manager</p>	<p>Please refer to schedule of charges</p>
<p>Out of School Clubs</p>	<p>Contact School Business Manager</p>	
<p>Leaflet books and newsletters</p>	<p>Contact School Business Manager</p>	

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black and white)	
	Photocopying/printing @ 45p per sheet (colour)	
	Postage	Actual costs of Royal Mail standard 1 st Class - 70p 2 nd Class - 61p 1 st Class Large - £1.06 2 nd Class Large - 83p