

Freedom of Information

Guide to information available from Heathland Whitefriars Federation's schools under the model publication scheme last updated 10 January 2019

This document is based on the ICO's Template guide to information for schools Version 3 20130830

Information type	How the information can be obtained (hard copy* and/or **website)
(Cost: Information about charges can be found on the final page of this document. Single hard copies of information covered by this publication are normally provided free of charge however if your request means that we have to do a lot of photocopying or printing, pay a postage charge, or is for a priced item such as printed publications we will let you know the cost before fulfilling your request.)	
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts. <i>This will be current information only.</i>	
Who's who in the school	website
Who's who on the governing body/board of governors and basis of their appointment	website
Instrument of Government / Articles of Association	website
Contact details for the Head teacher and for the governing body	website

*Information available from the websites may also be obtained in hard copy for those who do not have internet access. Information available in hard copy or available by inspection only should be requested by contacting the Communications Manager, Ms A Bowd, via the school office clearly stating "PUBLICATION SCHEME REQUEST"

**Heathland Whitefriars Federation websites are as follows: www.heathlandwhitefriarsfederation.net, www.heathlandschool.net, www.whitefriarsschool.net and www.whitefriarssecondary.net

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School prospectus	hard copy
Staffing structure	hard copy
School session times and term dates	website
Address of school and contact details, including email address.	website
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). <i>Current and previous financial year as a minimum.</i>	
Annual budget plan and financial statements (including financial audit reports)	hard copy
Capital funding	hard copy
Details of capital expenditure items over £2000	hard copy
Procurement and contracts the school has entered into	hard copy
Pay policy	hard copy

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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
Staffing, pay and grading structure, including 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
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). <i>Current information as a minimum</i>	
School profile <ul style="list-style-type: none">• Link to Performance data supplied to the English Government• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report	website

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Performance management policy and procedures adopted by the governing body.	hard copy
The school's future plans	hard copy
Safeguarding and child protection	website
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>	
Admissions policy and decisions (numbers of applications and successful applicants not individual admission decisions) – where applicable	website
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
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only.</i> <i>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 English government. These will include policies and</i>	

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<i>procedures for handling information requests.</i>	
Records management and personal data policies, including: <ul style="list-style-type: none">• Data protection Policy including retention policy• Online Safety Policy	website
Charging & Remissions Policy	website
Other policies <ul style="list-style-type: none">• Accessibility Plan• Attendance and Registration Policy• Behaviour Policy• Equality Policy• Home School Agreement• Religious Observance Policy• SRE Policy• Whistleblowing Policy	website
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	

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Curriculum circulars and statutory instruments	
Disclosure logs	Inspection only
Asset register	Inspection only
Any information the school is currently legally required to hold in publicly available registers	Inspection only
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	
Extra-curricular activities	website
Out of school clubs	website
Services for which the school is entitled to recover a fee, together with those fees	website

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School publications, leaflets, books and newsletters	website
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.25p per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

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