

Freedom of Information: Guide to information available from Holy Trinity C of E Primary School under the model publication scheme

Information to be published.	How to obtain information	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts - Current information only)	If you cannot access our website information can be requested as a hard copy by contacting the school office.	
Who's who in the school	Website or Prospectus	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website - further information may be requested as a hard copy	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus	Hardcopy	Free
Governors Annual Report	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	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		
Annual budget plan and financial statements	Hard copy	Free
Capital funding	Hard copy	Free
Financial audit reports	Hard copy	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Free
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	Free
Pay policy	Hard copy	Free
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	Free
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	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	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) Current information as a minimum</p>		
<p>Performance data The latest Ofsted Inspectorate report - Summary - Full report</p>	<p>Website Website</p>	<p>Free Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>Free</p>
<p>Performance data or a direct link to it</p>	<p>Website</p>	<p>Free</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Available on request from the head teacher</p>	<p>Free</p>
<p>Safeguarding and child protection – Child protection policy</p>	<p>Website</p>	<p>Free</p>

<p>Class 4: How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
<p>Admissions policy Admissions decisions (not individual admission decisions)</p>	<p>Website Available on request</p>	<p>Free Free</p>
<p>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). Committee Terms of Reference</p>	<p>Hard copy Hard copy</p>	<p>Free Free</p>

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<p>Class 5: Our policies and procedures (Current information only)</p> <p>Policies available on our website</p> <p><u>School Policies</u> Anti-Bullying Policy Behaviour Policy and Behaviour Principles Child Protection Policy Complaints Policy Equality Policy Homework Policy Late Collection of Children Policy Marking Policy Pupil Premium Policy Sex Education and Relationship Policy Sex Education Information for Parents Special Educational Needs Policy Teaching and Learning Policy</p> <p><u>Business Policies</u> Charging and remissions Health and Safety</p>	<p>Website</p>	<p>Free</p>
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<p>Policies available as hard copies on request</p> <p><u>School Policies</u> Absence Policy Looked After Children Policy PE Policy Safe Use of Cameras and Images Policy Supporting Children with Medical Needs Policy</p> <p><u>Business Policies</u> Accessibility Policy Debit Card Policy Lettings Policy Register of Business Interests Whistle Blowing Policy</p> <p><u>Records management and personal data policies</u> Freedom of Information policy Records retention, destruction and archive policies Data protection Policy</p>	<p>Hard copy</p>	<p>Free</p>
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Class 6: Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Contact the Headteacher for this information	
Disclosure logs	Contact the Headteacher for this information	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Contact the Headteacher for this information	

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		
Extra-curricular activities	Hard copy	
After school club	Website	
Lettings Information (Lettings Policy and charges)	Hard copy	
School Newsletters	Website	

Additional Information		
For any further information please contact the Headteacher by emailing: headteacher@holytrinity.merton.sch.uk Or telephone: 020 8542 1591		

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		

* the actual cost incurred by the public authority