

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) <b>This will be current information only</b>	(hard copy and/or website)	Cost
Who's who in the school	Website	free
Who's who on the governing body / board of governors and the basis of their appointment	Website	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
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	Cost
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	1p pp b&w 4p Pp colour
Capital funding	Hard copy	1p pp b&w 4p Pp colour
Financial audit reports	Hard copy	1p pp b&w 4p Pp colour
Pay policy	Hard copy	1p pp b&w 4p Pp colour
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	1p pp b&w 4p Pp colour
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Cost
Current information as a minimum		
And in all cases: <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted Inspectorate report</li> </ul>	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	1p pp b&w 4p Pp colour
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy	1p pp b&w 4p Pp colour
Safeguarding and child protection	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	Cost
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free

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	1p pp b&w 4p Pp colour
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	Cost
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>	Website	Free
School Policies <ul style="list-style-type: none"> <li>Charging and remissions policy</li> <li>Health and Safety</li> <li>Complaints procedure</li> <li>Staff conduct policy</li> <li>Discipline and grievance policies</li> <li>Information request handling policy</li> <li>Equality and diversity (including equal opportunities) policies</li> </ul> <i>Pupil and curriculum policies, including:</i> <ul style="list-style-type: none"> <li>Home-school agreement</li> <li>Curriculum</li> <li>Sex education</li> <li>Special educational needs</li> <li>Accessibility</li> <li>Race equality</li> <li>Collective worship</li> <li>Pupil discipline</li> </ul>	Website	Free
<b>Class 6 – Lists and Registers</b> 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)	
Asset register/inventory	Hard copy	1p pp b&w 4p Pp colour
<b>Class 7 – The services we offer</b> (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	Website	Free
Out of school clubs	Website	Free
School publications, leaflets, books and newsletters	Website	Free

#### Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @1p per sheet (black & white)	Actual cost 1p



	Photocopying/printing @4p per sheet (colour)	Actual cost 4p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		