

Freedom of Information

Guide to Information available from Thorpe School under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|----------|
| Class1 - Who we are and what we do | (hard copy and/or website) | |
| (Organisational information, structures, locations and contacts) | | |
| This will be current information only | School Prospectus | - |
| Who's who in the school | Website www.thorpeprimary.co.uk | ü |
| Who's who on the governing body and the basis of their appointment | Website (appoint) | |
| Instrument of Government | School | Sp/sheet |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | Website | - |
| School prospectus | School | - |
| Annual Report | N/A | - |
| Staffing structure | Website | - |
| School session times and term dates | Website | - |
| Class 2 – What we spend and how we spend it | (hard copy and/or website) | |
| (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 | SP |
| Annual budget plan and financial statements | Hard Copy | SP |
| Capitalised funding | Hard copy | SP |
| Additional funding | N/A | |
| Procurement and projects | Hard Copy | SP |
| Pay policy | Hard Copy | SP |
| Staffing and grading structure | | SP |
| Governors' allowances | Hard Copy | SP |
| Class 3 – What our priorities are and how we are doing | (hard copy or website) | |
| (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Current information as a minimum | | |

| | | |
|--|------------------------|----|
| School profile | Website | |
| <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | On line | |
| Performance management policy and procedures adopted by the governing body. | Hard Copy | SP |
| Schools future plans | Website | |
| Every Child Matters – policies and procedures | Hard Copy | |
| Class 4 – How we make decisions | (hard copy or website) | |
| (Decision making processes and records of decisions) | | |
| Current and previous three years as a minimum | Website | |
| Admissions policy/decisions (not individual admission decisions) | Prospectus/ Hard Copy | |
| Agendas of meetings of the governing body and (if held) its sub-committees | Website | |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings. | Website | |
| Class 5 – Our policies and procedures | (hard copy or website) | |
| (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Current information only | | |
| School policies including: | | |
| <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies | Prospectus | |
| | Hard Copy | |
| | Hard Copy | |
| | Hard Copy | |
| | Hard Copy | |
| | Hard Copy | |
| | Hard Copy | |
| Pupil and curriculum policies, including: | | |
| <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education | Hard Copy | |

- Special educational needs
- Accessibility
- Race equality
- Collective worship
- Careers education
- Pupil discipline

Hard Copy

Hard Copy

Hard Copy

Hard Copy

Hard Copy

Hard Copy

N/A

Website

Records management and personal data policies, including:

- Information security policies
- Records retention destruction and archive policies
- Data protection (including information sharing policies)

Hard Copy

Hard Copy

Hard Copy

Charging regimes and policies.

Hard Copy

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.

Class 6 – Lists and Registers

(hard copy or website; some information may only be available by inspection)

Currently maintained lists and registers only

Curriculum circulars and statutory instruments

On line

Disclosure logs

Hard Copy Pecuniary Interest

Asset register

Hard Copy

Any information the school is currently legally required to hold in publicly available registers (**THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER**)

N/A

Class 7 – The services we offer

(hard copy or website; some information may only be available by inspection)

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Extra-curricular activities

Website

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

Additional Information

This will provide schools with the opportunity to publish information that is not itemised in the lists above

Contact details:

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 @ 5p per sheet (black & white) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |

Other

* the actual cost incurred by the public authority