

Holy Trinity C of E Primary School Freedom of Information May 2019

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts		
Who's who in the school	School Website	Free
Who's who on the governing board, and the basis of their appointment	School Website	Free
Articles of Association		Free
Contact details for the headteacher	School Website	Free
Contact details for the governing board	School Website	Free
The school prospectus	School Website	Free
The school's annual report	School Website	Free
The school's staffing structure	School Website	Free
School session times and term dates	School Website	Free
The school's address	School Website	Free
The school's contact details	School Website	Free
The school's email address	School Website	Free

The school website	School Website	Free
The names of key personnel	School Website	Free
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year		
Annual budget plan and financial statements	Hard copy on request	Free
Capital funding	Hard copy on request	Free
Financial audit reports	Hard copy on request	Free
Details of expenditure items over £5000 including costs, supplier and transaction information.	Hard copy on request	Free
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA	Hard copy on request	Free
The pay policy	Hard copy on request	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	Hard copy on request	Free
The staffing, pay and grading structure	Hard copy on request	Free
Governors' allowances that can be incurred or claimed, and a	Hard copy on request	Free

record of total payments made to individual governors		
Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews		
The school profile	Website	Free
Performance data supplied to the government	Website	Free
The latest Ofsted summary	Website	Free
The latest Ofsted full report	Website	Free
The latest post-inspection action plan	Meet with headteacher	Free
The performance management policy and procedures	Meet with headteacher	Free
The latest performance data	Website	Free
The school's future plans	Hard copy on request	Free
The safeguarding and child protection policies and procedures	Website or hard copy on request	Free
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years		
Admissions policy	Website or hard copy on request	Free
Information pertaining to admissions decisions	Website or hard copy on request	Free
The governing board and its committees' agendas and meeting	Hard copy on request	Free

minutes.		
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities		
Charging and remissions policy	Hard copy or website	Free
School behaviour policy	Hard copy or website	Free
Sex education policy	Hard copy or website	Free
Special educational needs (SEN) – SEN information report	Hard copy or website	Free
Data protection policy	Hard copy or website	Free
Health and safety policy	Hard copy or website	Free
Admissions arrangements	Hard copy or website	Free
Accessibility plan	Hard copy or website	Free
Central record of recruitment and vetting checks	Hard copy or website	Free
Complaints procedure statement	Hard copy or website	Free
Freedom of information procedures	Hard copy or website	Free
Governing board and committee meeting minutes, and papers considered at meetings	Hard copy or website	Free
Premises management documents	Hard copy or website	Free

Equality information and objectives statement for publication	Hard copy or website	Free
Register of pupils' admission to school	Hard copy on request	Free
Register of pupils' attendance	website	Free
Staff discipline, conduct and grievance (procedures for addressing)	Website or hard copy on request	Free
Child protection policy and procedures	Website or hard copy on request	Free
Early years foundation stage (EYFS) policy and procedures	Website or hard copy on request	Free
Statement of procedures for dealing with allegations of abuse against staff	Website or hard copy on request	Free
Supporting pupils with medical conditions policy	Website or hard copy on request	Free
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Information sharing policies 	Meet with headteacher	Free
Charging regimes and policies	Meet with headteacher	Free
Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers		

Curriculum circulars and statutory instruments	Website or hard copy on request	Free
Disclosure logs	Meet with headteacher	Free
Asset register	Meet with headteacher	Free
Any information the school is currently legally required to hold in publicly available registers	Meet with headteacher	Free
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	website	Free
Out of school clubs	website	Free
Services for which the school is entitled to recover a fee (and details of the fees)	Meet with headteacher	Free
School publications, leaflets, books and newsletters	website	Free