

Published Guide to Information

Reviewed April 2024



Please also refer to ICO's model [Freedom of Information publication scheme](#)

| Class 1 – Who we are and what we do (Organisational information, structures and contacts.) (Current information only) | | |
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| Information | How the information can be obtained | Cost |
| Who's who in the school / Staffing structure | School / Federation websites | |
| Governing body: the names of the governors, and the basis on which they have been appointed, along with details of how to contact them | School / Federation websites | |
| Governing body: Instrument of government or articles of association | School / Federation websites | |
| Governing body: Information about and duties of the governors | School / Federation websites | |
| An outline of the school curriculum | School / Federation websites | |
| Gender pay gap reporting | n/a – only for organisations with 250+ employees | |
| School session times and term dates | School / Federation websites | |
| Location and contact information | School / Federation websites | |
| Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. (current and previous two financial years.) | | |

| Information | How the information can be obtained | Cost |
|---|--|-------------|
| <p>Annual budget plan and financial statements</p> <p>(Details of the sources of funding and income schools receive by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and annual income and expenditure returns)</p> | Hard copy: available on request – contact office | 5p per page |
| <p>Expenditures</p> <p>(Details of items of expenditure over £5,000, including costs, supplier and transaction information)</p> | Hard copy: available on request – contact office | 5p per page |
| <p>Capital funding</p> <p>(Information on major plans for capital expenditure, details of the capital funding allocated to or by schools together with information on related building projects and other capital projects. Includes any private finance initiative and public or private partnership contracts.)</p> | Hard copy: available on request – contact office | 5p per page |
| <p>Financial audit reports</p> | Hard copy: available on request – contact office | 5p per page |
| <p>Procurement and contracts</p> <p>(Details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.)</p> | Hard copy: available on request – contact office | 5p per page |
| <p>Staff allowances and expenses</p> <p>(Details of the allowances and expenses that can be incurred or claimed. Includes the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information is produced in line with our policies, practices and procedures. As a minimum, it includes travel, subsistence and accommodation.</p> | Hard copy: available on request – contact office | 5p per page |
| <p>Staff pay and grading structures</p> <p>Refer also to organisational structure. It includes the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.</p> | Hard copy: available on request – contact office | 5p per page |

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| <p>Governors' allowances</p> <p>Provides details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.</p> | <p>Hard copy: available on request – contact office</p> | <p>5p per page</p> |
| <p>Premiums or other forms of financial support available</p> <p>Provides details of any pupil premium funding received and how it's spent.</p> | <p>Hard copy: available on request – contact office</p> <p>School / Federation websites</p> | <p>5p per page</p> |
| <p>TU facility time reporting</p> <p>Refer the government guidance on reporting trade union facility time to find out what information you need to publish. (n/a)</p> | <p>n/a</p> | |
| <p>Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews - current information only.</p> | | |
| <p>Information</p> | <p>How the information can be obtained</p> | <p>Cost</p> |
| <p>Performance data supplied to the government</p> | <p>School / Federation websites</p> | |
| <p>Latest Ofsted report</p> | <p>School / Federation websites</p> <p>Ofsted website</p> | |
| <p>Performance management information</p> <p>Performance management policy and procedures adopted by the governing body.</p> | <p>Hard copy: available on request – contact office</p> | <p>5p per page</p> |
| <p>Future plans</p> <p>Any major proposals on future plans involving, for example a consultation on a change in school status.</p> | <p>Hard copy: available on request – contact office</p> | <p>5p per page</p> |

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| Exam and assessment results | School / Federation websites | |
| Performance tables Include a link to your performance tables page. | School / Federation websites | |
| Data protection impact assessments (in full or summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments), as appropriate and relevant. | Hard copy: available on request – contact office | 5p per page |
| Class 4 – How we make decisions | | |
| Decision-making processes and records of decisions. This information refers to at least the current and previous three years. | | |
| <i>Information</i> | <i>How the information can be obtained</i> | <i>Cost</i> |
| Admissions policy and decisions Provides details about our admission arrangements and procedures, together with information about the right of appeal. Does not include individual admission decisions. Where schools are not their own admissions authority, the information is provided by the local authority. | Calderdale admissions information for maintained schools. | |
| Minutes of meetings of the governing body and its committees Includes the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it. | Hard copy: available on request – contact office | 5p per page |
| Class 5 – Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities. (Refer to schools' websites for most operational policies) | | |
| <i>Information</i> | <i>How the information can be obtained</i> | <i>Cost</i> |
| Records management, personal data and access to information policies Includes information security policies, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies. | Hard copy: available on request – contact office | 5p per page |

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| <p>Equality and diversity</p> <p>Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.</p> | <p>Hard copy: available on request – contact office</p> <p>School / Federation websites</p> | <p>5p per page</p> |
| <p>Safeguarding and child protection</p> <p>The policies and procedures put in place to ensure that schools exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State.</p> | <p>Hard copy: available on request – contact office</p> <p>School / Federation websites</p> | <p>5p per page</p> |
| <p>Pay policy</p> <p>The statement of the pay policy and procedures regarding teachers' pay.</p> | <p>Hard copy: available on request – contact office</p> | <p>5p per page</p> |
| <p>Health and safety</p> | <p>Hard copy: available on request – contact office</p> | <p>5p per page</p> |
| <p>Policies and procedures for human resources and the recruitment of staff</p> | <p>Hard copy: available on request – contact office</p> | <p>5p per page</p> |
| <p>Details of current vacancies if they are advertised as part of recruitment policies.</p> | <p>Hard copy: available on request – contact office</p> | <p>5p per page</p> |
| <p>Careers programme information</p> | <p>n/a</p> | |
| <p>Complaints procedures, including for dealing with parental complaints</p> | <p>Hard copy: available on request – contact office</p> | <p>5p per page</p> |
| <p>Charging regimes and policies</p> <p>Details of any statutory charging regimes, including charging for school activities. Includes charging policies about charges made for information routinely published. Includes what costs are recovered, the basis on which charges are made, and how they are calculated.</p> | <p>Hard copy: available on request – contact office</p> | |

| Class 6 – Lists and Registers - Information to be in currently maintained lists and registers only; this does not include attendance registers | | |
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| <i>Information</i> | <i>How the information can be obtained</i> | <i>Cost</i> |
| Curriculum circulars and statutory instruments Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum. | Hard copy: available on request – contact office | |
| CCTV Details of the locations of any overt CCTV surveillance cameras operated by school or on our behalf. Schools may decide on the level of detail which is appropriate. | Hard copy: available on request – contact office | |
| Disclosure logs | Inspection only – contact school | |
| Asset register Some information from capital asset registers, if applicable | Inspection only – contact school | |
| Any information you are currently legally required to hold in publicly available registers | Inspection only – contact school | |
| Class 7 – The services we offer | | |
| Information about the services the school provides including leaflets, guidance and newsletters. Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. | | |
| <i>Information</i> | <i>How the information can be obtained</i> | <i>Cost</i> |
| Extra-curricular activities | Hard copy: available on request – contact office | |
| Out of school clubs | Hard copy: available on request – contact office | |

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| School publications | Hard copy: available on request – contact office | |
| Services for which the school is entitled to recover a fee, together with those fees e.g. lettings | Hard copy: available on request – contact office | |
| Leaflets, booklets and newsletters | Hard copy: available on request – contact office | |

Schedule of Charges

| Type of charge | Description | Basis of charge | Charge |
|--------------------|---|--|---|
| Disbursement costs | Photocopying / printing @ pence per sheet (black and white) | Actual cost | 5p per page |
| | Photocopying / printing @ pence per sheet (colour) | Actual cost | Not available |
| | Postage | Actual cost of Royal Mail standard 2 nd Class | Standard letter up to 100g - 85p Large letter 100-250g - £1.55 Large letter 250-500g - £2.10 Large letter 500-750g - £2.70 |
| Statutory fee | In accordance with the relevant legislation | | Not applicable |