

Freedom of Information

Guide to information available from The Castle Partnership Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Governing Body. Names of Governors and how they have been appointed.	Website	Free
Articles of Association	Website	Free
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus	Website.	Free
Staffing structure	Hard copy from	4p/sheet

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	School Office.	
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website or School Office	Free
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 two financial years as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements. Details of the sources of funding and income provided to the school, the budget plan and annual income/expenditure returns. Details of items of expenditure over £5000 including supplier and transaction information.	Hard copy. Contact School Office.	4p/sheet

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Capital funding. Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects.	Hard copy. Contact School Office.	4p/sheet
Funding Agreement	Website.	Free
Annual Accounts	Website.	Free
Procurement and contracts. Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy. Contact School Office.	4p/sheet
Finance Policy	Hard copy. Contact School Office.	4p/sheet
Pay Policy	Hard copy. Contact School Office.	4p/sheet
Staffing, pay and grading structure. The names and positions of all staff of the school and how they may	Hard copy. Contact School Office.	4p/sheet

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be contacted via the school. To include the salaries for senior staff*. Those salaries should be in stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.		
Staff allowances and expenses. Details of allowances and expenses that can be incurred or claimed. The total of allowances and expenses paid to individual senior staff members by reference to categories (at the least including travel, subsistence and accommodation). Senior staff *means staff on the SLT whose basic actual salary is at least £60,000 per annum.	Hard copy. Contact School Office.	4p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy. Contact School Office.	4p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

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Current information as a minimum		
Performance data supplied to the English Government	Website.	Free
The latest Ofsted report	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy. School Office	4p/sheet
The school's future plans. Any major proposals for the future of the school involving, for example, consultation on a change in school status.	Hard copy. School Office	4p/sheet
Safeguarding and child protection. The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in	Website	Free

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compliance with legislation and any guidance issued by the Secretary of State.		
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Admissions policy/decisions. Admission Arrangements and procedures, together with information on the right of appeal. Information on application numbers/patterns of successful applicants but individual admission decisions are not published.	Website.	Free
Minutes, agendas and papers considered at meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy. School Office	4p/sheet
Class 5 – Our policies and procedures	(hard copy or	

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Current written protocols, policies and procedures for delivering our services and responsibilities.	website)	
School policies and other documents. Statutory policies, procedures and documents.	Website or hard copy from the School Office	Free 4p/sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website or hard copy from School Office.	Free 4p/sheet
Equality and diversity. To include policies, schemes and statements, procedures and guidelines relating to equal opportunities.	Website or hard copy from School Office	Free 4p/sheet
Policies and procedures for the recruitment of staff. Details of current vacancies.	Website	Free
Charging regimes and policies.	Contact the School	

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Details of any statutory charging regimes. Charging policies.	Office.	
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)	
Any information the school is currently legally required to hold in publicly available registers.	Contact the School Office.	
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters.	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free

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School publications, leaflets, books and newsletters	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Contact the School Office.	

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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 @ 4p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)