

## Freedom of Information

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

| <b>Information to be published</b>   | <b>How the information can be obtained</b> | <b>Cost</b> |
|--|--|-------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)   | (hard copy and/or website)                 |             |
| Who's who in the school  | Hard Copy<br>School Office                 | 4p/sheet    |
| Who's who on the governing body / board of governors and the basis of their appointment                          | Website                                    | Free        |
| 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        |

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| School prospectus (if any)                                      | Website.<br>Hard copy from<br>School Office. | Free     |
| Annual Report (if any)  | Website                                      | Free     |
| Staffing structure  | Hard copy from<br>School Office.             | 4p/sheet |
| School session times and term dates                             | Website                                      | Free     |
| Address of school and contact details, including email address. | Website or School<br>Office                  | Free     |

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| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | (hard copy and/or website)        |          |
| Annual budget plan and financial statements   | Hard copy. Contact School Office. | 4p/sheet |
| Funding Agreement   | Website.                          | Free     |
| Annual Accounts   | Website.                          | Free     |
| Finance Policy  | Website.                          | Free     |
| Pay policy  | Hard copy. Contact School Office. | 4p/sheet |
| Staffing, pay and grading structure.  | Hard copy. Contact School Office. | 4p/sheet |

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| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.  |                        |      |
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p> | (hard copy or website) |      |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>Performance data supplied to the English Government</li> </ul>                                    | Website.               | Free |

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| <ul style="list-style-type: none"> <li>The latest Ofsted / Estyn / Education and Training Inspectorate report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul> | Website                  | Free     |
| Performance management policy and procedures adopted by the governing body.  | Hard copy. School Office | 4p/sheet |
| 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. School Office | 4p/sheet |
| Safeguarding and child protection  | Website                  | Free     |
| <p><b>Class 4 – How we make decisions</b><br/>           (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>   | (hard copy or website)   |          |

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| 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. Scholl Office | 4p/sheet |
| <p><b>Class 5 – Our policies and procedures</b><br/>           (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.<br/>           As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and</p> | (hard copy or website)   |          |

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| procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998. |  |          |
| 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 or hard copy from School Office.                                     | 4p/sheet |
| <b>Class 6 – Lists and Registers</b><br><br>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  | Contact the School   |          |

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| publicly available registers   | Office.  |      |
| <p><b>Class 7 – The services we offer</b><br/>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | (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 |



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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.**

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                                   | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | 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 <sup>nd</sup> class |

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|                      |     |  |
| <b>Statutory Fee</b> | N/A | In accordance with the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority