

# Freedom of Information

## Guide to information available from Holy Trinity Rosehill (VA) CE Primary School under the model publication scheme

Information to be published	How to obtain the information
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	This will be current information only
Who's who in the school	Website Prospectus
Who's who on the governing body and the basis of their appointment	Website Or from school office
Instrument of Government	Hard copy
Contact for the Head teacher and for the governing body	Through the school office
School prospectus	Hard copy Website link – download
Annual Report	Website – School Profile
Staffing structure	Prospectus
School session times and term dates	Prospectus Hard copy

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy from school office
Capitalised funding	Hard copy from school office
Additional funding	Hard copy from school office
Procurement and projects	Hard copy from school office
Pay policy	Hard copy from school office
Staffing and grading structure	Hard copy from school office
Governors' allowances	Hard copy from school office

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Current information as a minimum	
School profile <ul style="list-style-type: none"><li>• Government supplied performance data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li></ul>	Website school / Ofsted Website school / Ofsted Or hard copy
Performance management policy and procedures adopted by the governing body.	Hard copy
Schools future plans	Hard copy school improvement plan
Every Child Matters – policies and procedures	Hard copy

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous three years as a minimum	
Admissions policy / decisions (not individual admission decisions)	Hard copy available Website – SBC school admissions
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy – documents available in school for inspection by arrangement

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
School policies including: <ul style="list-style-type: none"><li>• Charging and remissions policy</li><li>• Health and Safety</li><li>• Complaints procedure</li><li>• Staff conduct policy</li><li>• Discipline and grievance policies</li><li>• Staffing structure implementation plan</li><li>• Information request handling policy</li><li>• Equality and diversity (including equal opportunities) policies</li><li>• Staff recruitment policies</li></ul>	Hard copy available on request for all policy documents
Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Home-school agreement</li><li>• Curriculum</li><li>• Sex education</li><li>• Special educational needs</li><li>• Accessibility</li><li>• Race equality</li><li>• Collective worship</li><li>• Careers education</li><li>• Pupil discipline</li></ul>	Hard copy available on request for all policy documents
Records management and personal data policies, including:	

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<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>	Hard copy available on request for all policy documents
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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	Available for inspection in school
Disclosure logs	Available for inspection in school
Asset register	Available for inspection in school
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Available for inspection in school

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## Guide to information available from Holy Trinity Rosehill (VA) CE Primary School under the model publication scheme

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Extra-curricular activities	hard copy or website
Out of school clubs	hard copy or 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

### Contact details:

Requests for hard copies of documents or to arrange inspection of documents held in school should be made in writing to the Headteacher.

### Schedule of charges

Whilst single copies of documents will be made available as indicated above free of charge upon request multiple copies may incur a charge to cover the costs of reproduction, including elements for staff time involved and postage.