

Freedom of Information

Guide to information available from Wallington County Grammar School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		None
Who's who in the school	School website or On request to the School office	None

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Who's who on the Local Advisory Board and the basis of their appointment	School website	None
Instrument of Government / Articles of Association	Folio Education Trust website	None
Contact details for the Head teacher and for the Local Advisory Board (named contacts where possible).	School website	None
School prospectus (if any)	N/a	N/a
Annual Report (if any)	Folio Education Trust annual accounts are on	None

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	the Folio Education Trust web site	
Staffing structure	On request to the School office	None
School session times and term dates	On school website	None
Address of School and contact details, including email address.	School website	None

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<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual budget plan and financial statements</p>	<p>Audited financial statements published on Folio Education Trust website</p> <p>Other information on request to the Trust finance office</p>	<p>None</p>

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Capital funding	Contained in audited financial statements published on Trust website	None
Financial audit reports	Trust website	None
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	On request to the Trust office	None
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	On request to the Trust office	None

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Pay policy	Trust website	None
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	On request to the Trust office	None
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	On request to the Trust office	None
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On request to the Trust office	None

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data 	<p>On school website</p>	<p>None</p>

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<ul style="list-style-type: none"> • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Trust website	None
Performance data or a direct link to it	On school websites	None

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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	On request to the school office or the Trust office	None
Safeguarding and child protection	On school website	None
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	School website and Trust website for	None

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	admissions arrangements	
Agendas and minutes of meetings of the Local Governing Board or the Trust Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	On request to the School office for Local Governing Board or Trust office for Trust Board	None
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		

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<p>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 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.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Trust website	None

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<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Trust website	None
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		

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Curriculum circulars and statutory instruments	Curriculum published on school websites	None
Disclosure logs	On request to the Trust office	None
Asset register	On request to the Trust office	None
Any information the school is currently legally required to hold in publicly available registers	On request to the Trust office	None
Class 7 – The services we offer		

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	School web site	None
Out of school clubs	School web site	None
Services for which the school is entitled to recover a fee, together with those fees	School web site	None
School publications, leaflets, books and newsletters	On request to school office	None

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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
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Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost
	Photocopying/printing @ 4p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Dependant on weight and costs incurred	In accordance with the relevant legislation (quote the actual statute)