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| **Information to be published** | **How the information can be obtained** | **Web/**  **Hard copy** | **Cost** |
| **Class 1 - Who we are and what we do**  (Organisational information, structures, locations and contacts) | (hard copy and/or website) |  |  |
| Who’s who in the school | Prospectus  Parent Handbook | W  HC | Free |
| Who’s who on the governing body and the basis of their appointment | Website | W | Free |
| Memorandum and Articles of Association | Website | W | Free |
| Contact details for the Head teacher and for the governing body | Prospectus  Parent Handbook | W  HC | Free |
| School prospectus |  | W  HC | Free |
| Staffing structure | Annexe to Pay Policy | HC | See table of charges |
| School session times and term dates | Prospectus  Website | W  HC | Free |
| Address of school and contact details, including email address | Prospectus  Website | W  HC | Free |

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| **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 financial year | (hard copy and/or website) | Web  Hard copy | Cost |
| Annual budget plan  Financial statements | Published annually in governors’ minutes. On request from school office  On website | HC  W | See table of charges  Free |
| Capital funding | As above | HC | See table of charges |
| Financial audit reports | As above | HC | See table of charges |
| Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical | On request from school office | HC |  |
| 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) | As above | HC | See table of charges |
| Pay policy | As above | HC | See table of charges |
| 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 | Gifts and hospitality policy  On request from school office | W  HC  HC |  |
| 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. | Annex to Pay Policy  Senior staff – see Financial statements  On request from school office | HC  W  HC | See table of charges |
| Governors’ allowances that can be incurred or claimed,  and a record of total payments made to individual governors | Policy published on website  On request from school office | HC  W | See table of charges |

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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum | (hard copy or website) |  |  |
| School profile   * Government supplied performance data * The latest Ofsted report | On the DfE website  On the Ofsted website | W  W | Free  Free |
| Performance management policy and procedures adopted by the governing body. | Governor Policies | HC | See table of charges |
| The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | School Development Plan  On request from school office | HC | See table of charges |
| Safeguarding and child protection | Governors Statutory Policies | W  HC | See table of charges |

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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous three years as a minimum | (hard copy or website) |  |  |
| Admissions policy/decisions (not individual admission decisions) | Governor Policies | W  HC | See table of charges |
| 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) | Available on request to the school office | HC | See table of charges |

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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | (hard copy or website) |  |  |
| School policies including:   * Charging and remissions policy * Health and Safety * Complaints procedure * Staff conduct policy * Discipline and grievance policies * Staffing structure implementation plan * Information request handling policy * Equality and diversity (including equal opportunities) policies * Staff recruitment policies | All statutory Governors’ Policies are available on the website. | HC  W | See table of charges |
| Pupil and curriculum policies, including:   * Home-school agreement * Curriculum * Sex education * Special educational needs * Accessibility * Race equality * Collective worship * Pupil discipline | All statutory Governors’ Policies are all available on the website | HC  W | See table of charges |
| Records management and personal data policies, including:   * Information security policies * Records retention destruction and archive policies * Data protection (including information sharing policies) | Staff handbook  Governor policy  Governor policy | HC  W | See table of charges |

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| Charging regimes and policies 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated | Governors Policies | HC  W | See table of charges |

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| **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) |  |  |
| Curriculum circulars and statutory instruments | National Curriculum Documents | HC | See table of charges |
| Disclosure logs | Available on request to the Headteacher | HC | See table of charges |
| Asset register | Business Manager | HC | See table of charges |
| Any information the school is currently legally required to hold in publicly available registers |  |  |  |

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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only | (hard copy or website; some information may only be available by inspection) |  |  |
| Extra-curricular activities | Parent Handbook  Website | HC  W | Free |
| Out of school clubs | Parent Handbook  Website | HC  W | Free |
| Services for which the school is entitled to recover a fee, together with those fees | Charging and Remissions Policy | HC  W | Free |
| School publications, leaflets, books and newsletters | Website | HC  W | Free |
| **Additional Information**  This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |  |  |

**Contact details:**

**The School Office**

**Gillotts School**

**Gillotts Lane**

**Henley-on-Thames**

## RG9 1PS

**Tel: 01491 574315**

**Fax: 01491 410509**

**e-mail: office@gillotts.org.uk**

**www.gillotts.org.uk**

**SCHEDULE OF CHARGES**

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying/printing @  5p per sheet (black & white) | Actual cost |
|  | Photocopying/printing @ 20p per sheet (colour) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | N/A |
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| **Other** |  |  |
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