

Freedom of Information

Guide to information available from Gillotts School under the model publication scheme

Information to be published	How the information can be obtained	Web/ Hard copy	Cost
Class I - Who we are and what we do Information about us; our structures, locations and contacts Current information only	(hard copy and/or website)		
Contact details for the school, postal and email address	Gillotts School Gillotts Lane Henley-on-Thames RG9 1PS 01491 574315 office@gillotts.org.uk headteacher@gillotts.org.uk	NA	Free
Headteacher's contact details			
Who's who in the school	Prospectus Parent Handbook gbchair@gillotts.org.uk	W HC NA	Free
Chair of Governor's contact details			
Who's who on the governing body and the basis of their appointment	Website	W	Free
Memorandum and Articles of Association	Website	W	Free
School prospectus	Website	W HC	Free
School session times and term dates	Prospectus Website	W HC	Free

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Class 2 – What we spend and how we spend it Financial information about 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	Published annually in governors' minutes. On request from school office	HC	See table of charges
Annual accounts	On website	W	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 £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	On request from school office	HC	See table of charges
Staff pay - details of senior staff salaries in bands of £5000 For all other posts, identify levels of pay by salary range	Annex to Pay Policy Senior staff – see Financial statements On request from school office	HC	See table of charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Gifts and hospitality policy On request from school office	W HC HC	See table of charges
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Governor Allowances Policy (website) On request from school office	HC W HC	See table of charges

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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 from school office	HC	See table of charges
Details of any premiums we receive such as Pupil Premium	Website	W	Free

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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)		
Annual Report	Website	W	Free
Latest report from regulator (Ofsted)	Website	W	Free
	On the Ofsted website	W	Free
Exam and assessment results	Website	W	Free
Performance tables	On the DfE website	W	Free
Careers programme information	Website	W	Free
Impact assessments, eg Data Protection, Health & Safety,, Equality	On request from school office	HC	See table of charges
The academy's future plans, eg proposals for and any consultation on the future of our academy, such as change in status	School Development Plan On request from school office	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 and, where applicable, admission decisions (eg application numbers/patterns of successful applications, including criteria on which applications were successful)	Website On request from school office	W HC	See table of charges
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it	On request from 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 and other documents such as: <ul style="list-style-type: none"> ● Behaviour policy ● Anti-bullying policy ● E-safety ● Values and Ethos, etc. 	All statutory Governors' Policies are available on the website.	HC W	See table of charges
Safeguarding and child protection, including protecting children's personal data	All statutory Governors' Policies are available on the website.	HC W	See table of charges
Equality and diversity	Equality Duty available on the website	HC W	See table of charges
Policies and procedures relating to recruitment and human resources	On request from school office	HC	See table of charges
Special educational needs	All statutory Governors' Policies are available on the website.	HC W	See table of charges
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	All statutory Governors' Policies are available on the website.	HC W	See table of charges

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Pay Policy	On request from school office	HC	See table of charges
Records management (Information security policies, Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	All statutory Governors' Policies are available on the website.	HC W	See table of charges
Charging regimes and policies	Charging and remissions policy (website)	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
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Available by inspection	HC	Free
Disclosure logs, ie information provided in response to FOIA requests	Available on request to the Headteacher	HC	See table of charges
Asset register and Information Asset register	Available on request to the Business Manager	HC	See table of charges
Any information that we are currently legally required to hold in publicly available registers	Available by inspection	HC	Free

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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
Our publications, leaflets, books and newsletters	Website	HC W	Free

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Contact details:

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Henley-on-Thames
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Tel: 01491 574315

e-mail: office@gillotts.org.uk

www.gillotts.org.uk

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SCHEDULE OF CHARGES

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 2 nd class
Statutory Fee		N/A
Other		