



## Freedom of Information Statement

| <b>Policy</b>                    | <b>Governing body responsible</b> | <b>Date of issue</b>        | <b>Review date</b> |
|----------------------------------|-----------------------------------|-----------------------------|--------------------|
| Freedom of Information Statement | Finance Committee                 | 26 <sup>th</sup> March 2018 | March 2021         |



| <b>Information to be published.</b><br><b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b> | <b>How the information can be obtained</b>                         | <b>Cost</b> |
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| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)                                 |  |             |
| Who’s who in the school  | Website – About us/Who’s who                                       | n/a         |
| Who’s who on the governing body / board of governors and the basis of their appointment  | Website – Parents/Governor information                             | n/a         |
| Instrument of Government / Articles of Association   | Website/Parents/Policies   | n/a         |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).                               | All enquiries through school office – details available on website | n/a         |
| School prospectus (if any)   | Available at point of request from the school office               | n/a         |



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| Annual Report (if any)  | n/a  | n/a |
| Staffing structure  | Website/About us/Who's who   | n/a |
| School session times and term dates   | Website/Parents/term dates   | n/a |
| Address of school and contact details, including email address.   | Website/Header   | n/a |
| <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> | <p>(hard copy and/or website)</p> <p>Please refer also to DfE website:<br/><a href="https://www.compare-school-performance.service.gov.uk/school/113861">https://www.compare-school-performance.service.gov.uk/school/113861</a></p> |     |
| Annual budget plan and financial statements   | Available at point of request from office  | £2  |
| Capital funding   | Available at point of request from office  | £2  |
| Financial audit reports   | Available at point of request from office  | £2  |



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| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  | Available at point of request from office | £2        |
| 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).                                 | Available at point of request from office | £2        |
| Pay policy   | Available at point of request from office | 10p/sheet |
| 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. | n/a                                       | n/a       |
| 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.                    | Available at point of request from office | £2        |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.  | Available at point of request from office | £2        |



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| <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>   | <p>Please refer also to DfE website:<br/><a href="https://www.compare-school-performance.service.gov.uk/school/113861">https://www.compare-school-performance.service.gov.uk/school/113861</a></p>   |           |
| <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 or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <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> <li>• Post-inspection action plan</li> </ul> | <p>Please refer also to DfE website:<br/><a href="https://www.compare-school-performance.service.gov.uk/school/113861">https://www.compare-school-performance.service.gov.uk/school/113861</a><br/>Website/About Us/Results and Ofsted</p> <p>Self-evaluation document and School Development Plan</p> <p>Website/Parents/Policies and documents</p> | n/a       |
| <p>Performance management policy and procedures adopted by the</p>   | <p>Available at point of</p>   | 10p/sheet |



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| governing body.  | request from office   |  |
| Performance data or a direct link to it  | Website/About Us/Results and Ofsted<br><br>Please refer also to DfE website:<br><a href="https://www.compare-school-performance.service.gov.uk/school/113861">https://www.compare-school-performance.service.gov.uk/school/113861</a> |  |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Placed on website where applicable  |  |
| Safeguarding and child protection  | Website/Parents/Policies and documents<br><br>And Dorset Safeguarding Children Board<br><br><a href="https://www.dorsetlscb.co.uk/">https://www.dorsetlscb.co.uk/</a>   |  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)                                     | FGM governor minutes available at point of  |  |



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| Current and previous three years as a minimum   | request<br>Staff briefing minutes                               | 10p/sheet |
| Admissions policy/decisions (not individual admission decisions) – where applicable   | Website/Parents/Policies and documents/Dorset Admissions policy | n/a       |
| 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).  | FGM governor minutes available at point of request              | 10p/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 procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the</p> | (hard copy or website)  |           |



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| <p>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"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>  | <p>Website/Parents/Policies and documents/Data protection policy</p>         |                  |
| <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> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p> | <p>Website/Parents/Policies and documents/Charging and Remissions policy</p> |                  |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>  | <p>Available at point of request from office</p>                             | <p>10p/sheet</p> |





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| Curriculum circulars and statutory instruments   | Website/Curriculum<br><br>And<br><a href="https://www.gov.uk/government/collections/national-curriculum">https://www.gov.uk/government/collections/national-curriculum</a> | n/a |
| Disclosure logs  | Available at point of request from office  | £2  |
| Asset register   | Available at point of request from office  | £2  |
| Any information the school is currently legally required to hold in publicly available registers   | Available at point of request from office  | £2  |
| <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)<br><br>Current information only | (hard copy or website; some information may only be available by inspection)   | n/a |
| Extra-curricular activities  | Website/Calendar/Trips   | n/a |
| Out of school clubs  | Website/About us/Clubs   | n/a |
| Services for which the school is entitled to recover a fee, together with those fees   | Website/Parents/Policies and   |     |



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|  | documents/Charging and Remissions policy                       |  |
| School publications, leaflets, books and newsletters   | Website/Parents/Letters  |  |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |  |
| Pupil premium statement  | Website/Parents/Policies and documents/Pupil premium statement |  |

## **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 @ 10p per sheet (black & white) | Actual cost *   |
|                          | Photocopying/printing @ ..p per sheet (colour)        | Actual cost   |
|                          | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class                                    |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation (quote the actual statute)                      |
| <b>Other</b>             | Administration  | A reasonable proportion of minimum wage to divert admin team to gather required information |

\* the actual cost incurred by the public authority