

# Freedom of Information

## Guide to information available from Chipping Sodbury School

<b>Information to be published.</b> <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>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
Who’s who on the governing body / board of governors and the basis of their appointment	Website
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website
School prospectus (if any)	Website/Hardcopy
School session times and term dates	Website

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Address of school and contact details, including email address.	Website
<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	(hard copy and/or website)
Annual budget plan and financial statements	On request from the school
Pay policy	On request from the school
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On request from the school
<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	(hard copy or website)
School profile (if any)	n/a

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And in all cases: <ul style="list-style-type: none"><li>• Performance data supplied to the English Government or a direct link to the data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li><li>• Post-inspection action plan</li></ul>	Website  Website  On request from the school
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website as and when necessary
Safeguarding and child protection	Website
<b>Class 4 – How we make decisions</b> (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) – where applicable	Website
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).	On request from the school

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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. 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. These will include policies and procedures for handling information requests</p>	(hard copy or website)
<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>	Website
<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>	Website
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)

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Curriculum circulars and statutory instruments	On request from the school
Any information the school is currently legally required to hold in publicly available registers	On request from the school
<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)  Current information only	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	website
Out of school clubs	Website/newsletter
Services for which the school is entitled to recover a fee, together with those fees	Website
School publications, leaflets, books and newsletters	Website