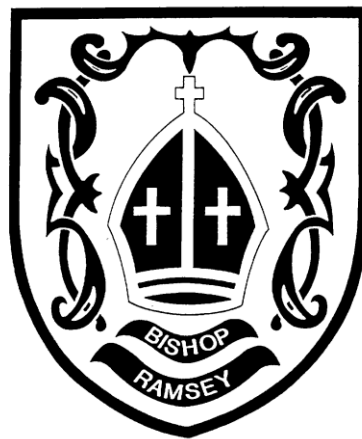


VERITAS EDUCATIONAL TRUST

FREEDOM OF INFORMATION: GUIDE TO INFORMATION AVAILABLE FROM BISHOP RAMSEY SCHOOL UNDER THE PUBLICATON SCHEME



BISHOP RAMSEY CHURCH OF ENGLAND SCHOOL

Date of Policy: May 2018

Approval date: May 2018

Review date: May 2020

Review Body: Trust Board

Person Responsible: Mr. D. Poole

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Guide to information available from **Bishop Ramsey School** under the model publication scheme, **updated May 2018.**

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see "How to complete the Guide to Information".	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	<i>(hard copy and/or website)</i>	
Who's who in the school	Website – The Leadership Team http://www.bishopramseyschool.org/page/?title=The+Leadership+Team%26%23160%3Bat+Bishop+Ramsey&pid=817 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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Guide to information available from **Bishop Ramsey School** under the model publication scheme, **updated May 2018.**

Class 1 - Who we are and what we do (continued)	How the information can be obtained	Cost
Who's who on the governing body / board of governors and the basis of their appointment	Website – 'Governance' http://www.bishopramseyschool.org/page/?title=Governance&pid=42 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Instrument of Government / Articles of Association	Website – 'Veritas Educational Trust' http://www.bishopramseyschool.org/page/?title=Academy+status&pid=418 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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Class 1 - Who we are and what we do (continued)	How the information can be obtained	Cost
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). For the Headteacher</p> <p>For the Local Governing Body and the Trust Board</p>	<p>Website – ‘Contact Us’ http://www.bishopramseyschool.org/contactus</p> <p>Website – ‘Governance’ http://www.bishopramseyschool.org/page/?title=Governance&pid=42</p>	Free
<p>School prospectus</p>	<p>Website – ‘About Us / Prospectus’ http://www.bishopramseyschool.org/page/?title=Prospectus&pid=44</p> <p>Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	Free

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Class 1 - Who we are and what we do (continued)	How the information can be obtained	Cost
Annual Report	<p>Website – ‘About Us / Annual Report & Accounts’ http://www.bishopramseyschool.org/page/?title=Annual+Report+%26amp%3B+Accounts&pid=340</p> <p>Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	Free
Staffing structure	<p>Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	Free
School session times and term dates	<p>Website – ‘News and Events / Term Dates’ http://www.bishopramseyschool.org/page/?title=Term+Dates&pid=257</p> <p>Website – ‘School Life / Curriculum’ http://www.bishopramseyschool.org/page/?title=Curriculum&pid=56</p> <p>Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	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 as a minimum	How the information can be obtained (hard copy and/or website)	Cost
Address of school and contact details, including email address.	Website – ‘Contact Us’ http://www.bishopramseyschool.org/contactus Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Annual budget plan	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Financial statements	Website – ‘About Us / Annual Report & Accounts’ http://www.bishopramseyschool.org/page/?title=Annual+Report+%26amp%3B+Accounts&pid=340 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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Class 2 – What we spend and how we spend it (continued)	How the information can be obtained (hard copy and/or website)	Cost
Capital funding	Website – ‘About Us / Annual Report & Accounts’ http://www.bishopramseyschool.org/page/?title=Annual+Report+%26amp%3B+Accounts&pid=340 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Financial audit reports	Website – ‘About Us / Annual Report & Accounts’ http://www.bishopramseyschool.org/page/?title=Annual+Report+%26amp%3B+Accounts&pid=340 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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Class 2 – What we spend and how we spend it (continued)	How the information can be obtained (hard copy and/or website)	Cost
Pay policy	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
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.	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
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.	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	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	How the information can be obtained (hard copy and/or website)	Cost
School profile (if any) And in all cases: <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 • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website – ‘About Us / Exam Results’ http://www.bishopramseyschool.org/page/?title=Exam+Results&pid=417 Website – ‘About Us / Ofsted’ http://www.bishopramseyschool.org/page/?title=Ofsted&pid=45 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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Class 3 – What our priorities are and how we are doing (continued)	How the information can be obtained (hard copy and/or website)	Cost
Performance management policy and procedures adopted by the governing body.	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Performance data or a direct link to it	Website – ‘About Us / Exam Results’ http://www.bishopramseyschool.org/page/?title=Exam+Results&pid=417 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
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 – ‘About Us / Our Plans for 2017/18’ http://www.bishopramseyschool.org/page/?title=Our+plans+for+2017-2018&pid=344 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Safeguarding and child protection	Website – ‘About Us / Safeguarding’ http://www.bishopramseyschool.org/page/?title=Safeguarding&pid=557 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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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	How the information can be obtained (hard copy and/or website)	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website – ‘About Us / Admissions’ http://www.bishopramseyschool.org/page/?title=Admissions&pid=136 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
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).	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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Class 5 – Our policies and procedures	How the information can be obtained (hard copy and/or website)	Cost
<p>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p> <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>		

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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.	How the information can be obtained (hard copy and/or website)	Cost
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website – ‘About Us / Policies’ http://www.bishopramseyschool.org/page/?title=Policies&pid=142 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
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 (please see “How to complete the Guide to information”).	Website – ‘About Us / Policies’ http://www.bishopramseyschool.org/page/?title=Policies&pid=142 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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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.	How the information can be obtained (hard copy and/or website)	Cost
The Trust's Policies: <ol style="list-style-type: none"> 1. Accessibility Plan 2. Admissions 3. Anti-bullying 4. Behaviour 5. Financial Regulations* 6. Charging and Remissions 7. Complaints 8. Data Protection 9. Disciplinary Procedure* 10. Document Retention Schedule 11. Emergency Plan* 12. Equalities Policy 	<p>Policies denoted with '*' are only available in hard copy on request.</p> <p>Website – 'About Us / Policies' http://www.bishopramseyschool.org/page/?title=Policies&pid=142</p> <p>Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	Free

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<ul style="list-style-type: none"> 13. Equal Opportunities Statement 14. Exams (including Controlled Assessments) 15. First Aid* 16. Freedom of Information Act Access to Information Policy 17. Freedom of Information Publication Scheme 18. Gifts & Hospitality Policy for Staff & Governors* 19. Governors' Expenses* 20. Governors' Code of Conduct 21. Grievance Procedure* 22. Health & Safety* 23. Inclusion / Special Educational Needs (SEN) 24. SEN Information Report 25. Managing Students' Medical Needs 26. Performance Management* 27. Premises Management* 28. Provider Access Policy Statement 29. Records Management Policy 30. Safeguarding & Child Protection 31. Sex Education 		
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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	How the information can be obtained (hard copy and/or website)	Cost
Curriculum circulars and statutory instruments	Website – not currently online Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Disclosure logs	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Asset register	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free
Any information the school is currently legally required to hold in publicly available registers	Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org	Free

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<p>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</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website – ‘School Life / Curriculum’ http://www.bishopramseyschool.org/page/?title=Curriculum&pid=56 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	Free
<p>Out of school clubs</p>	<p>Website – ‘Community / Letting Zone’ http://www.bishopramseyschool.org/page/?title=Our+Clients&pid=185 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	Free
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website – ‘About Us / Policies’ (Charging Policy) http://www.bishopramseyschool.org/page/?title=Policies&pid=142 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	Free

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<p>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</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>School publications, leaflets, books and newsletters</p>	<p>Website – ‘News & Events / Recorder’ http://www.bishopramseyschool.org/page/?title=Recorder+2017-2018&pid=836 Hard Copy on request via the Company Secretary – companysecretary@bishopramseyschool.org</p>	<p>Free</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p>NONE</p>		

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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
Disbursement cost	Photocopying/printing @ 10p 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		In accordance with the relevant legislation (quote the actual statute)
Other		

** the actual cost incurred by the public authority