



# Freedom of Information

A guide to the information available from Kineton High School under the publication scheme.

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> Current information only	(hard copy or website)	
Who's who in the school and the staffing organisation structure.	Hard copy	Printing and postage*
Who's who on the governing body/board of governors and the basis of their appointment.	Website	Free
Instrument of Government	Hard copy	Printing and postage*
Contact details for the Head teacher and for the governing body, via the school.	Website	Free
School prospectus	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free



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<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year.	(hard copy or website)	
Annual budget plan and financial statements	Hard copy	Printing and postage*
Capital funding	Hard copy	Printing and postage*
Financial audit reports where available	Hard copy	Printing and postage*
Details of expenditure on items over £5000 available on request.	Hard copy	Printing and postage*
Procurement and contracts the school has entered into, and information on organisations which have done so on our behalf (for example the local authority).	Hard copy	Printing and postage*
Pay policy	Hard copy	Printing and postage*
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior members of staff whose basic actual salary is at least £60,000 per annum.	Hard copy	Printing and postage*
Staffing, pay and grading structures. Including pay information for the salaries for senior staff (Senior Leadership Team as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	Printing and postage*
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Printing and postage*



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<b>Class 3 – What our priorities are and how we are doing</b> Current information only.	(hard copy or website)	
Ofsted report	Website	Free
Post-inspection action plan	Hard Copy	Printing and postage*
Performance management policy	Hard Copy	Printing and postage*
Performance data and a direct link to The Department for Education data on the school.	Website	Free
The School Development Plan	Website	Free
Safeguarding and child protection	Website	Free



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<b>Class 4 – How we make decisions</b> Current and previous three years as a minimum.	(hard copy or website)	
Admissions policy, procedures and information about the right of appeal.	Website	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	Printing and postage*



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<b>Class 5 – Our policies and procedures</b> Current information only.	(hard copy or website)	
Charging and remissions policy	Website	Free
Single equality scheme	Website	Free
Current vacancies and recruitment information	Website	Free



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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Disclosure logs (FOI requests)	Hard copy	Printing and postage*
Asset register	Hard copy	Printing and postage*



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<b>Class 7 – The services we offer</b> Current information only	(hard copy or website)	
Extra-curricular activities and out of school clubs.	Website	Free
Facilities hire information and charges.	Website	Free
High Times	Website	Free



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## \*SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement costs</b>	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 <sup>nd</sup> class