

## Freedom of Information

### Guide to information available from Rachel Madocks School under the publication scheme October 2018

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	Website	free
Who's who on the governing body / board of governors and the basis of their appointment	Website	free
Instrument of Government / Articles of Association	Hard copy Contact clerk to governors	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	free
Staffing structure	Website	free
School session times and term dates	Website	free
Address of school and contact details, including email address.	Website	free
<b>What we spend and how we spend it</b>		
Annual budget plan and financial statements	Link on website	free

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Capital funding	Hardcopy	10p per sheet
Financial audit reports	Hard copy	10p per sheet
Details of expenditure items over £2000	Hard Copy	10p per sheet
Procurement and contracts the school has entered into , or information relating to information held by an organisation which has done so on its behalf (for example, a local authority).		
Pay policy	Hard copy	10p per 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.	Hard copy	10p per sheet
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	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	10p per sheet

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<b>What our priorities are and how we are doing</b>		
<ul style="list-style-type: none"> <li>• Performance data supplied, or a direct link to the data</li> <li>• The latest Ofsted report</li> <li>• Post-inspection action plan</li> </ul>	<p>Hard copy available</p> <p>Link on website</p> <p>Hard copy available</p>	<p>10p per sheet</p> <p>free</p> <p>10p per sheet</p>
Performance management policy and procedures adopted by the governing body.	Hard copy available	10p per sheet
The School' future plans: for example, proposals for and any consultation on the future of the school, such as a change of status.	Hard copy available	10p per sheet
Child protection Policy	Website	Free
Safeguarding Policy	Website	Free

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<b>How we make decisions</b>		
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 available Contact clerk to governors	10p per sheet
<b>Our policies and procedures</b>		
Positive Behaviour Management	Website	free
PSD including Sex Education	Hard copy	10p per sheet
SEN Information Report	Website	free
Health & Safety	Hard copy	10p per sheet
Equality & Diversity	Hard copy	10p per sheet
Complaints Procedure	Website	free
Home School Agreement	Hard copy	10p per sheet
Child Protection	Website	free
Safeguarding	Website	Free
Governors Expenses	Hard copy	10p per sheet
Whistle Blowing	Hard copy	10p per sheet
Best Value Statement	Hard copy	10p per sheet
Data Protection	Website	free
Medicine Management	Hard copy	10p per sheet

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<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul> <p>Freedom of Information</p>	<p>HCC retention policy</p> <p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p>
<p>Charging regimes and policies.</p> <p>Charging and remissions policy</p>	<p>Website</p>	<p>Free</p>
<p><b>Lists and Registers</b></p> <p>School Information Management system</p>	<p>hard copy (some information may only be available by inspection)</p>	<p>10p per sheet</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Disclosure Logs</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Asset register</p>	<p>Inspection only</p>	
<p><b>The services we offer</b></p>		
<p>School publications, leaflets, books and newsletters</p> <p>Newsletters</p>	<p>Website</p>	<p>free</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 *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority