

Freedom of Information

Guide to information available from Hall Green School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <ul style="list-style-type: none"> • Organisational information and structures • Location and contacts 	<p>Website</p> <p>Can be obtained hard copy from Hall Green School</p>	<p>Free</p> <p>Nominal</p>
Who's who in the school	Website	
Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	<p>Website</p> <p>Can be obtained hard copy from Hall Green School</p>	<p>Free</p> <p>Nominal</p>
Annual Report (if any)	Website	Free
Staffing structure	Can be obtained hard copy from Hall Green School	Nominal
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p> <p>Can be obtained hard copy from Hall Green School</p>	<p>Free</p> <p>Nominal</p>
Annual budget plan and financial statements	Can be obtained hard copy from Hall Green School	Nominal
Capital funding	Website	Free

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	Can be obtained hard copy from Hall Green School	Nominal
Financial audit reports	Website	Free
	Can be obtained hard copy from Hall Green School	Nominal
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Can be obtained hard copy from Hall Green School	Nominal
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).	Can be obtained hard copy from Hall Green School	Nominal
Pay policy	Website	Free
	Can be obtained hard copy from Hall Green School	Nominal
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.	Can be obtained hard copy from Hall Green School	Nominal
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.	Website	Free
	Can be obtained hard copy from Hall Green School	Nominal
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Can be obtained hard copy from Hall Green School	Nominal
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	Free
	Can be obtained hard copy from Hall Green School	Nominal
School profile	Website	Free
Performance management policy and procedures adopted by the governing body.	Website	Free
Performance data or a direct link to it	Website and external links	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	Free
	Can be obtained hard copy from Hall Green School	Nominal

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Safeguarding and child protection	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	Can be obtained hard copy from Hall Green School	Nominal
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website Can be obtained hard copy from Hall Green School	Free Nominal
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).	Can be obtained hard copy from Hall Green School	Nominal
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website	Free
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, 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.	Can be obtained hard copy from Hall Green School	Nominal
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 (not all documents)	Free
Charging regimes and policies.	Can be obtained hard copy from Hall Green School	Nominal
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").	See table below	
Class 6 – Lists and Registers	Can be obtained hard copy from Hall Green School (some information may only be available by inspection)	
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments		
Disclosure logs		

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Asset register	Can be obtained hard copy from Hall Green School	
Any information the school is currently legally required to hold in publicly available registers	Can be obtained hard copy from Hall Green School	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Can be obtained hard copy from Hall Green School	
Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees (i.e. processing DBS)	Can be obtained hard copy from Hall Green School	Nominal
School publications, leaflets, books and newsletters	Website	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost 1p per sheet

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	Photocopying/printing @ ..p per sheet (colour)	Actual cost 7p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		