



Freedom of Information

Guide to information available from Richard Cloudesley School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	Website Hard copy	Free At cost
Who's who on the governing body and the basis of their appointment	Website Hard copy	Free At cost
Instrument of Government / Articles of Association	Apply to school office	At cost
Contact details for the Headteacher and for the governing body, via the school	Website Hard copy	Free At cost
Staffing structure	Apply to school office	
School session times and term dates	Website Hard copy	Free At cost
Address of school and contact details, including email address	Website Hard copy	Free At cost
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Apply to school office	At cost
Capital funding	Apply to school office	At cost
Financial audit reports	Apply to school office	At cost
Pay policy	Website Hard copy	Free At cost
Staff allowances and expenses that can be incurred or claimed	Apply to school office	At cost



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Staffing, pay and grading structure. Apply to school office	Apply to school office	At cost
Governors' allowances that can be incurred or claimed	Apply to school office	At cost
Class 3 – What our priorities are and how we are doing		
Latest Ofsted report	Website Hard copy	Free At cost
School Improvement Plan	Website Hard copy	Free At cost
Performance management policy and procedures adopted by the governing body	Website Hard copy	Free At cost
Performance data	Website Hard copy	Free At cost
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 Hard copy	Free At cost
Safeguarding and child protection	Website Hard copy	Free At cost
Class 4 – How we make decisions		
Admissions policy	Website Hard copy	Free At cost
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)	Apply to school office	At cost
Class 5 – Our policies and procedures		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies 	Website Hard copy	Free At cost



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<ul style="list-style-type: none"> Data protection (including information sharing policies) 		
Charging regimes and policies	Website Hard copy	Free At cost
Class 6 – Lists and Registers		
Asset register	Inspection only	At cost
Class 7 – The services we offer		
School publications, leaflets, books and newsletters	Apply to school office	At cost

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the school