

Freedom of Information

Guide to Information available from Calcot Schools under the model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do Information about us; our structures, locations and contacts. Current information only (hard copy and/or website)</p>		
<p>Contact details incl. postal and email address (if used). Where possible, named contacts with telephone number and email address. Head teacher's contact details</p>	<p>Website: Calcot Schools - Contact Us Calcot Schools - Who to contact at school?</p> <p>Hard copy: available on request – contact school</p>	<p>Free</p> <p>per page</p>
<p>Who's who in the school</p>	<p>Website: Calcot Schools - Our Staff</p> <p>Hard copy: available on request – contact school</p>	<p>Free</p> <p>per page</p>
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p> <p>Governing body's contact details</p>	<p>Website: Calcot Schools - Governors</p> <p>Hard copy: available on request – contact school</p>	<p>Free</p> <p>per page</p>

Instrument of Government / Articles of Association	Hard copy: available on request – contact school	per page
School prospectus	Website: Calcot Schools Prospectus 2017 Hard copy: available on request – contact school	Free per page
School session times and term dates	Website: Calcot Schools - Holiday Dates and Important Dates during the Term Hard copy: available on request – contact school	per page
<p>Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum (hard copy and/or website)</p>		
Annual budget and financial statements	Hard copy: available on request – contact school	per page
Capital funding	Hard copy: available on request – contact school	per page
Financial Audits reports	Hard copy: available on request – contact school	per page
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical)	Hard copy: available on request – contact school	per page
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Website: Calcot Schools - Financial Information	per page

	Hard copy: available on request – contact school	
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: available on request – contact school	per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available on request – contact school	per page
Procurement and contracts we have entered into including details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard copy: available on request – contact school	per page
Details of any premiums we receive such as Pupil premium.	Website: Calcot Schools - Pupil Premium & Recovery Premium Calcot Schools - Sports Premium and Swimming Hard copy: available on request – contact school	Free per page
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 (hard copy or website)		
	Website: Calcot Schools - Ofsted reports	Free

<p>Latest reports from regulators (Ofsted)</p> <ul style="list-style-type: none"> - Summary - Full report 	<p>Calcot Junior School - Open - Find an Inspection Report - Ofsted Calcot Infant School and Nursery - Open - Find an Inspection Report - Ofsted</p> <p>Hard copy: available on request – contact school</p>	<p>per page</p>
<p>Exam and assessment results</p>	<p>Website: Calcot Schools - End of Key Stage 1 & 2 Results</p> <p>Hard copy: available on request – contact school</p>	<p>Free</p> <p>per page</p>
<p>Performance tables</p>	<p>Website: Calcot Junior School - GOV.UK (get-information-schools.service.gov.uk) Calcot Infant School and Nursery - GOV.UK (get-information-schools.service.gov.uk) Search for schools, colleges and multi-academy trusts - Find school and college performance data in England - GOV.UK (find-school-performance-data.service.gov.uk)</p> <p>Hard copy: available on request – contact school</p>	<p>Free</p> <p>per page</p>
<p>Careers programme information</p>	<p>Website: Calcot Schools - Year Group Curriculum Information</p>	<p>Free</p>
<p>The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.</p>	<p>School Development Plan</p> <p>Hard copy: available on request – contact school</p>	<p>per page</p>

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy: available on request – contact school	per page
Performance Management policy and procedures adopted by the governing body	Hard copy: available on request – contact school	per page
<p>Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum (hard copy or website)</p>		
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>). Not individual admission decisions.	Website: Calcot Schools - School Admissions Hard copy: available on request – contact school	Free per page
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Website: Calcot Schools - Governors Hard copy: available on request – contact school	Free per page
<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only (hard copy or website)</p>		
	Website: Calcot Schools - Policies	Free

School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Calcot Schools - Vision, Aims and Philosophy Calcot Schools - Parents' Information Hard copy: available on request – contact school	per page
Safeguarding and child protection, including protecting children’s personal data	Website: Calcot Schools - Safeguarding Calcot Schools - Policies Calcot Schools - Calcot Schools – Privacy Notice Hard copy: available on request – contact school	Free per page
Equality and Diversity	Website: Calcot Schools - Policies Hard copy: available on request – contact school	Free per page
Policies and procedures relating to recruitment and human resources	Website: Calcot Schools - Policies Calcot Schools - Vacancies Hard copy: available on request – contact school	Free per page
Special educational needs	Website: Calcot Schools - SEND Hard copy: available on request – contact school	Free per page
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: Calcot Schools - Policies Hard copy: available on request – contact school	Free per page

Pay Policy	Hard copy: available on request – contact school	per page
Health and Safety policy	Hard copy: available on request – contact school	per page
Records management (Information security policies, Records retention, destruction and archive policies)	Website: Calcot Schools - Policies Calcot Schools - Calcot Schools – Privacy Notice	Free
Data protection (including information sharing and CCTV usage policies)	Hard copy: available on request – contact school	per page
Charging regimes and policies This should include details of statutory charging regimes, including charging for school activities and charges made for information routinely published. Clearly state costs to be recovered, the basis on which they are made and how they are calculated.	Website: Calcot Schools - Policies Schedule of fees contained in this document Hard copy: available on request – contact school	Free per page
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) (hard copy or website; some information may only be available by inspection)		
Curriculum circulars and statutory instruments	Website: Calcot Schools - Our Learning Hard copy: available on request – contact school	Free per page
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy: available on request – contact school	per page

Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy: available on request. Some information may only be available by inspection – contact school	per page
Asset register and Information Asset register	Hard copy: available on request. Some information may only be available by inspection – contact school	per page
Any information we are currently legally required to hold in publicly available registers	information may only be available by inspection – contact school	Free
<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 (hard copy or website; some information may only be available by inspection)</p>		
Extra-curricular activities	Website: Calcot Schools - Clubs & Activities	Free
Out of school clubs	Website: Calcot Schools - Early Birds and Tea Birds!	Free
Services for which we are entitled to recover a fee, together with those fees	Website: Calcot Schools - Policies	Free
	Hard copy: available on request – contact school	Per page
Requests for paper copies of information	Hard copy: available on request – contact school	Per page
School publications, leaflets, books and newsletters	Website: Calcot Schools - Home Calcot Schools - News	Free
	Hard copy: available on request – contact school	Per page

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Charges can be made for administration. If the request will take longer the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.	Such charges are calculated at £25 per hour.

* the actual cost incurred