

Freedom of Information

Guide to information available from Thomas Keble School under the publication scheme

| Information to be published | How the information can be obtained |
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| Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | School website |
| Academy Funding Agreement – a link to the document on the Department for Education’s website | School website |
| School staff and structure – names of key personnel | School website |
| Governing body – names of the governors and the basis of their appointment | School website |
| School session times, term dates and holidays | School website |
| Location and contact information – address, telephone number and website | School website |
| Contact details for the Principal and the Governing Body | School website |
| School Prospectus | School website |
| GCSE results – a link to the data on the Department for Education’s website | School website |

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| What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | School website Annual financial report |
| Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects | School website Annual financial report |
| Additional funding – Income generation schemes and other sources of funding. | School website Annual financial report |
| Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. | Hard copy available |
| Staffing and grading structure | Hard copy available |
| Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay. | Hard copy available |
| Governors’ allowances – Details of allowances and expenses that can be claimed or incurred. | Hard copy available |

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| <p>What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information should be published.</p> | On school website. Hard copy available on request |
| <p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report | Links via school website. |
| Performance management information | Hard copy available on request. |
| Academy's future plans – any major proposals on safeguarding and promoting the welfare of children. | Links via school website (policies.) |
| Child protection – policies and procedures on safeguarding and promoting the welfare of children. | Links via school website (policies.) |

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| <p>How we make decisions Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p> | Hard copy available on request |
| Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria. | School website and supplementary information available on request. |
| Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded. | Hard copy available on request. |

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| <p>Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p> | School website |
| <p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies | School website and / or hard copy available on request. |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline | School website and / or hard copy available on request. |
| <p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies | School website and / or hard copy available on request. |
| <p>Equality and diversity Policies, schemes, statements, procedures and guidelines relating to equal opportunities. Policies and procedures for the recruitment of staff – details of vacancies should be included</p> | School website and / or hard copy available on request. |
| <p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.</p> | School website and / or hard copy available on request. |

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| Lists and Registers Currently maintained lists and registers only | Hard copy; some information may only be available for inspection |
| Curriculum circulars and statutory instruments | Hard copy; some information may only be available for inspection |
| Disclosure logs | Hard copy; some information may only be available for inspection |
| Asset register | Hard copy; some information may only be available for inspection |
| Any information the Academy is currently legally required to hold in publicly available registers | Hard copy; some information may only be available for inspection |

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| The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only | School website. |
| Extra-curricular activities | School website. |
| Out of school clubs | School website. |
| School publications | School website. |
| Services for which the Academy is entitled to recover a fee, together with those fees | School website. |
| Leaflets, booklets and newsletters | School website. |