

Freedom of Information

Guide to information available at Robert Blair School and Children's Centre under the model publication scheme

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts constitutional and legal governance). This will be current information only.	
Instrument of Governance	Website/Hard Copy
Who's who on the governing body and the basis of their appointment	Website
School sessions, times and term dates	Website/Hard Copy
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	Website/Hard Copy
School Prospectus (if any)	Website/Hard Copy
Staffing structure	Website/Hard Copy
Address of school and contact details, including email address	Website/Hard Copy

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). Current and previous financial year as a minimum.	
Annual budget plan and financial statements	Hard Copy
Capital funding	Hard Copy
Financial audit reports	Hard Copy
Pay Policy	Hard Copy

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.	
School profile (if any)	Hard Copy
Performance data or a direct link to it	Website/Hard Copy
Performance Management policy and procedures adopted by the governing body	Hard Copy
The School's future plans - SDP	Hard Copy
Safeguarding and Child Protection policy	Website/Hard Copy

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum.	
Admissions policy decisions (not individual admission decisions) – where applicable	Website/Hard Copy
Agendas and minutes of meetings of the full governing body. (NB this will exclude information that is properly regarded as private to the meetings).	Full Governing Body (FBG) minutes on Website/Hard Copy Agendas – Hard Copy
Agendas and minutes of meetings of the governing body’s sub-committees (NB this will exclude information that is properly regarded as private to the meetings)	Hard Copy

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention, destruction and archive policies • Data Protection (including information sharing policies) • Health and Safety • Freedom of Information policy • Safer Recruitment and Retentions policy • Child Protection 	Hard Copy Website/Hard Copy Website/Hard Copy Website/Hard Copy Hard Copy Website/Hard Copy
Pupil and Curriculum Policies <ul style="list-style-type: none"> • Equality policy 	Website/Hard Copy

<ul style="list-style-type: none"> • Attendance policy • E-safety policy • Religious Education policy • Collective Worship policy • Medical Needs policy • SRE policy 	Website/Hard Copy Website/Hard Copy Website/Hard Copy Website/Hard Copy Website/Hard Copy Website/Hard Copy
Charging regimes and policies 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.	Website/Hard Copy

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum information and statutory instruments	Hard Copy
Disclosure logs	Hard Copy
Asset register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers	Hard Copy

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.

Extra-curricular activities

Website/Hard Copy

Out of school clubs

Website/Hard Copy