

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	https://www.holytrinityschool.org.uk/ About Us	
Who's who in the school	https://www.holytrinityschool.org.uk/ Our Community - Staff	
Who's who on the governing body / board of governors and the basis of their appointment	https://www.holytrinityschool.org.uk/ Our Community - Governors	
Instrument of Government / Articles of Association	https://www.holytrinityschool.org.uk/ Our Community - Governors	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	https://www.holytrinityschool.org.uk/ Our Community – Staff (Head Teacher) https://www.holytrinityschool.org.uk/ Our Community - Governors	
School prospectus (if any)	https://www.holytrinityschool.org.uk/ Take our tour - video	
Annual Report (if any)		
Staffing structure	https://www.holytrinityschool.org.uk/ Our Community - Staff	

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School session times and term dates	https://www.holytrinityschool.org.uk/ About Us – School Times and Term Dates	
Address of school and contact details, including email address.	https://www.holytrinityschool.org.uk Contact Us	
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	Hard copy by request from Finance	
Annual budget plan and financial statements	Hard copy by request from Finance	
Capital funding	Hard copy by request from Finance	
Financial audit reports	Hard copy by request from Finance	
Details of expenditure items over £2000	Hard copy by request from Finance	
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).	Hard copy by request from Finance	

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Pay policy	Hard copy by request from Finance	
Staffing, pay and grading structure	Hard copy by request from Finance	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy by request from Finance	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>https://www.holytrinityschool.org.uk School results</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	<p>https://www.holytrinityschool.org.uk School results</p> <p>https://www.holytrinityschool.org.uk School results</p>	

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<ul style="list-style-type: none"> Post-inspection action plan 	https://www.holytrinityschool.org.uk School results	
Performance management policy and procedures adopted by the governing body.	https://www.holytrinityschool.org.uk Our Community - Governors	
Performance data or a direct link to it	https://www.holytrinityschool.org.uk School results	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	https://www.holytrinityschool.org.uk School results	
Safeguarding and child protection	https://www.holytrinityschool.org.uk School policies	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	https://www.holytrinityschool.org.uk	
Admissions policy/decisions (not individual admission decisions) – where applicable	https://www.holytrinityschool.org.uk School policies	
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).	https://www.holytrinityschool.org.uk Communication	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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.</p>	<p>https://www.holytrinityschool.org.uk School policies</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>https://www.holytrinityschool.org.uk School policies</p>	
<p>Charging regimes and policies.</p> <p>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</p>	<p>https://www.holytrinityschool.org.uk School policies</p>	

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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").		
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	https://www.holytrinityschool.org.uk Teaching and Learning	
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	
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	https://www.holytrinityschool.org.uk Parents	

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Out of school clubs	https://www.holytrinityschool.org.uk Parents/Our community	
Services for which the school is entitled to recover a fee, together with those fees	Upon request	
School publications, leaflets, books and newsletters	https://www.holytrinityschool.org.uk Communication	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	https://www.holytrinityschool.org.uk	

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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/printing @0.0029p per sheet (black & white) if more than £5 in total	Actual cost 0.0029p per sheet (black & white)
	Photocopying/printing @0.029p per sheet (colour) if more than £5 in total	Actual cost 0.029p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	£0.00	In accordance with the relevant legislation (quote the actual statute)
Other	£0.00	

* the actual cost incurred by the public authority