

FREEDOM OF INFORMATION

Guide to information available from The Marsh Academy 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 (Organisational information, structures, locations and contacts) This will be current information only	Website	-
Who's who in the school	Website	-
Who's who on the governing body and the basis of their appointment	Website	-
Instrument of Government	Hard Copy	P&P
Contact details for the Executive Principal and governing body (named contacts where possible with telephone number and email address (if used))	Website	-
School prospectus	Hard Copy	P&P
Staffing structure	Website	-
School session times and term dates	Website	-
	(hard copy or website;	

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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)	some information may only be available by inspection)	
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Website	-
Capitalised funding	Website	-
Additional funding	Website	-
Procurement and projects	Website	-
Pay policy	Website	-
Governors' allowances	Website	-

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<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>(hard copy or website; some information may only be available by inspection)</p>	
<p>The latest Ofsted report</p> <ul style="list-style-type: none"> - Summary - Full report 	<p>Website</p>	<p>-</p>
<p>Performance management policy & procedures adopted by the governing body</p>	<p>Website</p>	<p>-</p>
<p>Schools future plans</p>	<p>Website</p>	<p>-</p>
<p>Every Child Matters – policies and procedures</p>	<p>Website</p>	<p>-</p>

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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; some information may only be available by inspection)	
Admissions policy	Website	-
Minutes of meetings of the governing body - this will exclude information that is properly regarded as private to the meetings.	Website	-

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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</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy (to be created) • Discipline and grievance policies • Information policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website Website Website Website Website Website Website Website</p>	<p>- - - - - - - -</p>
<p>Student and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum (to be created) • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Behaviour policy 	<p>Website Website Website Website Website Website Website Website Website</p>	<p>- - - - - - - - -</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies 	<p>Website</p>	<p>-</p>

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<ul style="list-style-type: none">• Records retention destruction and archive policies• Data protection (including information sharing policies)	Website	-
Charging regimes and policies. (Create)	Website	-
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	-

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Class 6 - Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Disclosure logs – (Create)	Website	-
Asset register	Website (Finance Section)	-
Risk Register	Website	-

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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)	
Extra-curricular activities	Website	-
School publications	Website	-
Services for which the school is entitled to recover a fee, together with the fees	Website	-
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

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 10p per sheet (black & white)	Actual cost*
	Photocopying/printing 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		£50.00
Other		

* the actual cost incurred by the school