
	<p>The Brakenhale School</p> <p>Statutory Policy</p> <p><i>Improving the life chances of all our students</i></p>	
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Policy Title
Freedom of Information

Version No	May 2013	Approved	FGB 01/07/13	Status	Statutory
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Summary
<p>The Brakenhale School's Freedom of Information Policy based on the model publication scheme.</p>

Staff responsible	All staff	Implementation by	All staff
Governors Committee Responsible	FGB		
Date ratified by FGB	01/07/13	Review Date	As and when required

Freedom of Information

Guide to information available from The Brakenhale School under the model publication scheme (May 2013)

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) This will be current information only	(hard copy and/or website)
Who's who in the school	Key contacts on school website. Full staff list on request.
Who's who on the governing body and the basis of their appointment	School website
Instrument of Government	School website
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School website
School prospectus	School website
Annual Report	Not required
Staffing structure	Key contacts on school website. Full staff list on request.
School session times and term dates	School 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) Current and previous financial year as a minimum	(hard copy and/or website)
Annual budget plan and financial statements	On request
Capitalised funding	On request
Additional funding	On request
Procurement and projects	On request
Pay policy	School website
Staffing and grading structure	On request
Governors' allowances	School website

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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)
School profile <ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report	Link on school website
Performance management policy and procedures adopted by the governing body.	School website
Schools future plans	On request
Every Child Matters – policies and procedures	School Website

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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)
Admissions policy/decisions (not individual admission decisions)	Admissions by Local Authority
Agendas of meetings of the governing body and (if held) its sub-committees	On request
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.(Part II's)	On request

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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)</p>
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>School website School website School website Link on school website Link on school website Not required Per Bracknell Forest Policy School website Per Bracknell Forest policies</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality <ul style="list-style-type: none"> • Collective worship • Careers education • Pupil discipline 	<p>School website School Website School website School website School website School website –as part of Equalities and Diversity Policy School website School website School website</p>

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Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies • Data protection (including information sharing policies)	Please go to link below for further information: http://schools.bracknell-forest.gov.uk/dpandfoi.htm School website
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.	No charges applied to the person making the request

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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)
Curriculum circulars and statutory instruments	Provided elsewhere i.e. DfE/OFSTED
Disclosure logs	On request
Asset register	On request
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request

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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	School Website / On request
Out of school clubs	School Website / On request
School publications	School Website / On request
Services for which the school is entitled to recover a fee, together with those fees	School Website / On request
Leaflets books and newsletters	School Website / On request
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	