

Freedom of Information

Guide to information available from Kirkby Stephen Grammar School under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School website	Time and photocopying, confirmed at time of request
Academy Funding Agreement – a link to the document on the Department for Education’s website	School website	Time and photocopying, confirmed at time of request
Academy Order (if applicable)		Time and photocopying, confirmed at time of request
School staff and structure – names of key personnel	School website	Time and photocopying, confirmed at time of request
Governing body – names and contact details of the governors and the basis of their appointment	School website	Time and photocopying, confirmed at time of request
School session times, term dates and holidays	School website / hardcopy on request	Time and photocopying, confirmed at time of request
Location and contact information – address, telephone number and website	School website / on request	Time and photocopying, confirmed at time of request
Contact details for the Principal and the Governing Body	School website / on request	Time and photocopying,

		confirmed at time of request
School Session times and term dates	School website / on request	Time and photocopying, confirmed at time of request
GCSE results – a link to the data on the Department for Education's website	School website	Time and photocopying, confirmed at time of request

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	School website	Time and photocopying, confirmed at time of request
Annual budget plan and financial statements	School website	Time and photocopying, confirmed at time of request
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	School website – financial statements	Time and photocopying, confirmed at time of request
Additional funding – Income generation schemes and other sources of funding.	School website – financial statements	Time and photocopying, confirmed at time of request
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.	On request	Time and photocopying, confirmed at time of request
Staffing and grading structure	On request	Time and photocopying, confirmed at time of request
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	On request	Time and photocopying, confirmed at time of request
Governors’ allowances – Details of allowances and expenses that	On request	Time and photocopying,

can be claimed or incurred.		confirmed at time of request
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Information to be published	How the information can be obtained	Charge
<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>	School website	Time and photocopying, confirmed at time of request
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	School website	Time and photocopying, confirmed at time of request
Performance management information	On written request	Time and photocopying, confirmed at time of request
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	On written request	Time and photocopying, confirmed at time of request
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	School website	Time and photocopying, confirmed at time of request

Information to be published	How the information can be obtained	Charge
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Governor minutes on written request</p>	<p>Time and photocopying, confirmed at time of request</p>
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>School website</p>	<p>Time and photocopying, confirmed at time of request</p>
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	<p>Governor minutes on written request</p>	<p>Time and photocopying, confirmed at time of request</p>

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Student related policies on school website Staff related policies on written request</p>	<p>Time and photocopying, confirmed at time of request</p>
<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 	<p>Student related policies on school website or written request Staff related policies on written request</p>	<p>Time and photocopying, confirmed at time of request</p>

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Equality • Pupil discipline 	<p>Student related policies on school website or written request</p>	<p>Time and photocopying, confirmed at time of request</p>
<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 	<p>On written request</p>	<p>Time and photocopying, confirmed at time of request</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	<p>Student related policies on school website or written request Staff related policies on written request</p>	<p>Time and photocopying, confirmed at time of request</p>
<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</p>	<p>School website or written request</p>	<p>Time and photocopying, confirmed at time of request</p>

are calculated.		
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Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	School website; some information may only be available for inspection	Time and photocopying, confirmed at time of request
Curriculum circulars and statutory instruments	On written request	Time and photocopying, confirmed at time of request
Disclosure logs	On written request	Time and photocopying, confirmed at time of request
Asset register	On written request	Time and photocopying, confirmed at time of request
Any information the Academy is currently legally required to hold in publicly available registers	School website	Time and photocopying, confirmed at time of request

Information to be published	How the information can be obtained	Charge
<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy and/ or website; some information may only be available for inspection)</p>	<p>Time and photocopying, confirmed at time of request</p>
<p>Extra-curricular activities</p>	<p>On written request</p>	<p>Time and photocopying, confirmed at time of request</p>
<p>Out of school clubs</p>	<p>On written request</p>	<p>Time and photocopying, confirmed at time of request</p>
<p>School publications</p>	<p>On written request</p>	<p>Time and photocopying, confirmed at time of request</p>

Services for which the Academy is entitled to recover a fee, together with those fees	On written request	Time and photocopying, confirmed at time of request
Leaflets, booklets and newsletters	On written request	Time and photocopying, confirmed at time of request