

Freedom of Information

Guide to information available from Alfriston 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website Hard copy	none 10p per side (black and white)
Who's who in the school	Website www.alfriston.e-sussex.sch.uk	none
Who's who on the board of governors and the basis of their appointment	Website www.alfriston.e-sussex.sch.uk	none

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Instrument of Government / Articles of Association	Website www.alfriston.e-sussex.sch.uk	none
Contact details for the Head teacher and for the governing board, via the school (named contacts where possible).	Website www.alfriston.e-sussex.sch.uk	none
School prospectus (if any)	Website www.alfriston.e-sussex.sch.uk	none
Staffing structure	Website www.alfriston.e-sussex.sch.uk	none
School session times and term dates	Website www.alfriston.e-sussex.sch.uk	none
Address of school and contact details, including email address.	Website www.alfriston.e-sussex.sch.uk	none

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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	Website Hard copy	none 10p per side (black and white)
Annual budget plan and financial statements	By appointment. Please contact the Business manager via the website.	
Capital funding	By appointment. Please contact the Business manager via the website.	
Financial audit reports	By appointment. Please contact the Business manager via the website.	

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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).	By appointment. Please contact the Business manager via the website.	
Pay policy	By appointment. Please contact the Business manager via the website.	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	By appointment. Please contact the Business manager via the website.	
Staffing, pay and grading structure. As a minimum, the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	By appointment. Please contact the Business manager via the website.	

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Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	By appointment. Please contact the Bursar via the website.	
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	Website Hard copy	none 10p per side (black and white)
School profile (if any) And in all cases: <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 	Website www.alfriston.e-sussex.sch.uk	

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report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing board.	By appointment. Please contact the Business manager via the website.	
Performance data or a direct link to it	Website www.alfriston.e-sussex.sch.uk	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	By appointment. Please contact the Business manager via the website.	
Safeguarding and child protection	By appointment. Please contact the Business manager via the 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	Website Hard copy	none 10p per side (black and white)
Admissions policy/decisions (not individual admission decisions) – where applicable	Website www.alfriston.e-sussex.sch.uk	
Agendas and minutes of meetings of the governing board. (NB this will exclude information that is properly regarded as private to the meetings).	By appointment. Please contact the Business manager via the website.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents	Website Hard copy	none 10p per side (black and white)

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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.		
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) 	Website www.alfriston.e-sussex.sch.uk	
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information	Website www.alfriston.e-sussex.sch.uk	

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<p>routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>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").</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Website</p> <p>Hard copy</p> <p>(some information may only be available by inspection)</p>	<p>None</p> <p>10p per side (black and white)</p>
<p>Curriculum circulars and statutory instruments</p>	<p>By appointment. Please contact the Business manager via the website.</p>	

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Disclosure logs	By appointment. Please contact the Business manager via the website.	
Asset register	By appointment. Please contact the Business manager via the website.	
Any information the school is currently legally required to hold in publicly available registers	By appointment. Please contact the Business manager via the website.	
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	Website Hard copy (some information may only be available)	None 10p per side (black and white)

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	by inspection)	
Extra-curricular activities	Website www.alfriston.e-sussex.sch.uk	
Out of school clubs	Website www.alfriston.e-sussex.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	By appointment. Please contact the Business manager via the website.	
School publications, leaflets, books and newsletters	Website www.alfriston.e-sussex.sch.uk	

SCHEDULE OF CHARGES

This describes how the charges have been arrived.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Disbursement cost	Photocopying/printing @10p per side (black & white, size A4)	The cost relates to the actual cost of printing, the paper and the running cost of the photocopier.
	Photocopying/printing @20p per side (colour, size A4)	The cost relates to the actual cost of printing, the paper and the running cost of the photocopier.
	Postage £1.50	Actual cost of Royal Mail standard 2 nd class plus admin.
Statutory Fee	n/a	In accordance with the relevant legislation (quote the actual statute)
Other		