



Published Guide to information

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)		
Who's who in the school	Website: https://www.archbishoptemple.com/staff/staff Hard Copy: available upon request – contact school	Free Free
Who's who on the governing body / board of governors and the basis of their appointment	Website: https://www.archbishoptemple.com/staff/governors Hard Copy: available upon request – contact school	Free Free
Instrument of Government	Electronic copy School Business Manager j.childs@archbishoptemple.com	Free
Contact details for the Head teacher and for the governing body, via the school	Website: https://www.archbishoptemple.com/contact	Free
School prospectus (if any)	Hard Copy: available upon request – contact school	Free
School session times and term dates	Website: https://www.archbishoptemple.com/termdates Website: https://www.archbishoptemple.com/parents-carers/the-school-day	Free Free



Address of school and contact details, including email address.	Website: https://www.archbishoptemple.com/contact	Free
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)		
Annual budget plan and financial statements	Website: https://www.archbishoptemple.com/about-us/financial-information Electronic copy: Contact School Business Manager finance@archbishoptemple.com	Free
Capital funding (Current)	Hard Copy: available upon request – contact school	Free
Financial audit reports (Current)	Hard Copy: available upon request – contact school	Free
Procurement and contracts the school has entered, 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: available upon request – contact school	10p/sheet
Pay policy (Current)	Hard Copy: available upon request – contact school	Free
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.	Hard Copy: available upon request – contact school	10p/sheet
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 all other posts for more junior posts, by salary range.	Hard Copy: available upon request – contact school	Free



Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy: available upon request – contact school	Free
Class 3 – What our priorities are and how we are doing (Strategies and improvement plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile <ul style="list-style-type: none"> The latest Ofsted - Full report 	Website: https://www.archbishoptemple.com/parents-carers/ofsted-report	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy: available upon request – contact school	Free
Performance data or a direct link to it	Website: https://www.compare-school-performance.service.gov.uk/school/119814/archbishop-temple-church-of-england-high-school	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy: available upon request – contact school	Free
Safeguarding and child protection	Website: https://www.archbishoptemple.com/safeguarding/safeguarding-information-for-parents	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website https://www.archbishoptemple.com/parents-carers/how-to-apply	



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).	Hard Copy: available upon request – contact school	10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and Procedures	Website https://www.archbishoptemple.com/parents-carers/policies-and-procedures	Free
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 – GDPR Policy & Privacy Notices https://www.archbishoptemple.com/parents-carers/policies-and-procedures	Free
Charging regimes and policies.	Website – Charges and Remissions Policy https://www.archbishoptemple.com/parents-carers/policies-and-procedures	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website https://www.archbishoptemple.com/curriculum/the-school-curriculum	Free
Asset register	Inspection Only - Contact School	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection Only - Contact School	Free



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		
Out of school clubs and extra-curricular activities	Website https://www.archbishoptemple.com/curriculum/clubs-activities	Free
Services for which the school is entitled to recover a fee, together with those fees	Website – Charges and Remissions Policy https://www.archbishoptemple.com/parents-carers/policies-and-procedures	Free
School publications, leaflets, books and newsletters	Website https://www.archbishoptemple.com/weekly-newsletters	Free
Additional Information Please contact the schools Data Protection Officer j.childs@archbishoptemple.com if any other information is required.		

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 @15p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class



Information Commissioner's Office



Archbishop Temple
Church of England High School

Statutory Fee		In accordance with the relevant legislation
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* the actual cost incurred by the public authority including cost per copy, paper and staff time
(Regulation 7(5) indicates that staff time is to be charged at the flat rate of £25 per hour, irrespective of whether a higher rate is actually incurred by internal staff or charged by external contractor staff)