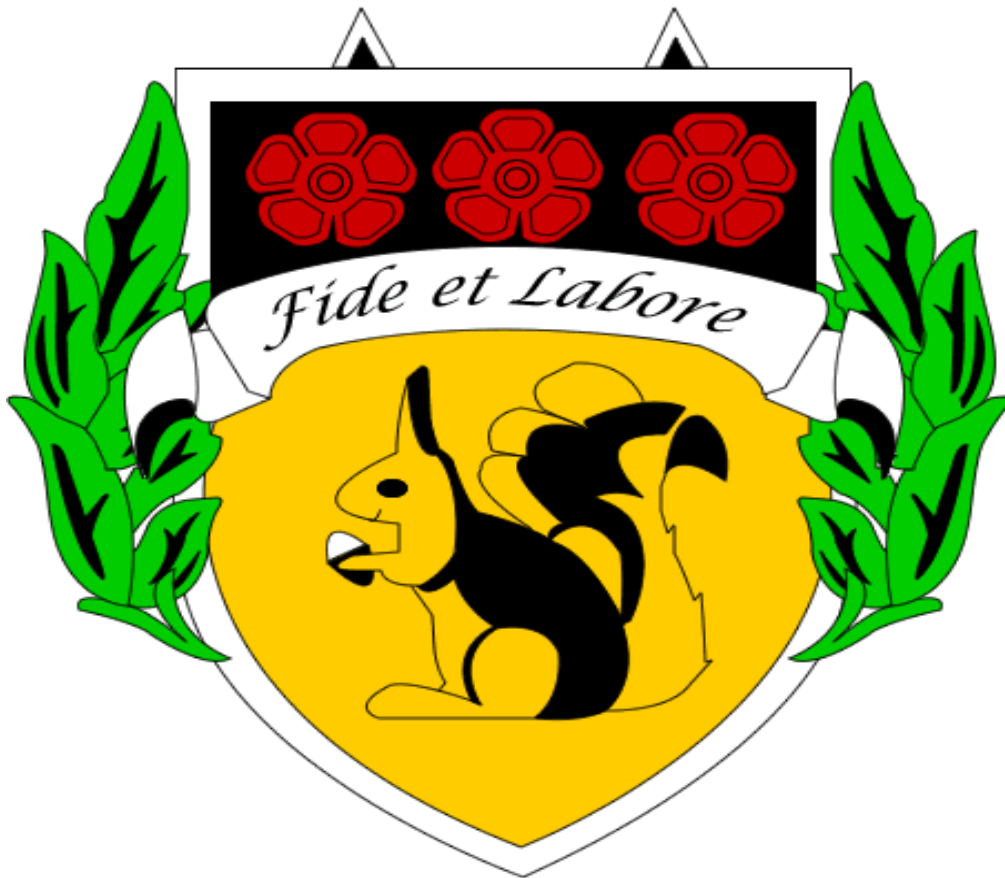


# Bacup and Rawtenstall Grammar School



## Freedom of Information Act A guide to information available

Approved: Summer 2018

Review: Valid until further notice

## Introduction

Bacup and Rawtenstall Grammar School has adopted without modification the Model Publication Scheme prepared and approved by the Information Commissioner. The guide below should be read in conjunction with this scheme.

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Who we are and what we do.</b> (Organisational information, structures, locations and contracts)	
Academy Funding Agreement – a link to the document on the Department for Education’s website.	Website
Academy Order	Hard copy
School staff structure	Hard copy
Governing body- Including terms of appointment and attendance	Website
School session times, term dates and holidays	Website
Location and contact information	Website
Headteacher details	Website
School prospectus	Website
GCSE results – a link to the data on the Department for Education website	Website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>What we spend and how we spend it.</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	<p>Charity Commission            Companies House            Annual report on website</p>
<p>Annual budget plan and financial statements</p>	<p>Hard copy</p>
<p>Capital funding – details of capital income allocated to the school along with information on related building projects and other capital projects.</p>	<p>Hard copy</p>
<p>Additional funding – Income generation schemes and other sources of funding</p>	<p>Charity Commission            Hard copy</p>
<p>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</p>	<p>Hard copy</p>
<p>Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.</p>	<p>Hard copy</p>
<p>Governors’ allowances – details of allowances that can be claimed.</p>	<p>Hard copy</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>What our priorities are and how we are doing.</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Hard copy</p>
<p>School profile  Government supplied performance data.  OFSTED report- summary and full report</p>	<p>Hard copy and website  Hard copy and website</p>
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Hard copy</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children</p>	<p>Website</p>
<p><b>How we make decisions.</b>  (Decision making processes and records of decisions)</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>Website</p>
<p>Governing body meeting agendas, papers and minutes – information that is considered to be private will be excluded.</p>	<p>Hard copy</p>

Information to be published	How the information can be obtained
<p><b>Our policies and procedures.</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety policy</li> <li>• Complaints procedure</li> <li>• Discipline and Grievance policies</li> <li>• Whistleblowing policy</li> <li>• Visitor handbook</li> </ul> <p>A full list is available on the website</p>	<p>Hard copy and those of relevance to a global audience on the website</p>
<p>Pupil and curriculum policies including:</p> <ul style="list-style-type: none"> <li>• Home – school agreement</li> <li>• Curriculum</li> <li>• Mobile Phone policy</li> <li>• Self Harm policy</li> <li>• Collective worship</li> <li>• Special Educational Needs policy</li> <li>• Careers policy</li> </ul>	<p>Hard copy and those of relevance to a global audience on the website</p>
<p>Records management and personal data policies:</p> <ul style="list-style-type: none"> <li>• Data protection policy</li> <li>• CCTV policy</li> <li>• E Safety policy</li> <li>• <a href="#">Information and Records Management Society's toolkit for schools.</a></li> </ul>	<p>Website</p>
<p>Equality and diversity policies:</p> <ul style="list-style-type: none"> <li>• Recruitment and Selection policy</li> <li>• British Values statement</li> <li>• Accessibility plan</li> </ul>	<p>Website</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Lists and Registers.</b>	
Curriculum circulars and statutory instruments	Available for inspection
Disclosure logs	Available for inspection
Asset register	Hard copy
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy
<b>The services we offer.</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Extra- curricular activities	Hard copy
School publications	Hard copy and website
Services for which the Academy is entitled to recover a fee, together with those fees.	Hard copy
Leaflets, booklets and newsletters	Hard copy and website