

Freedom of Information - Guide to information available from Carr Hill High School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who in the school Staffing Structure (Staff List – Current Academic Year)</p>	<p>Website Carr Hill High School (carrhillschool.com) Website Meet the Staff Carr Hill High School(carrhillschool.com)</p>	<p>Free Free</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Website Governors Carr Hill High School (carrhillschool.com)</p>	<p>Free</p>
<p>Instrument of Government</p>	<p>Electronic copy Headteacher PA secretary@carrhill.lancs.sch.uk</p>	<p>Free</p>
<p>Contact details for the Head teacher and for the governing body, via the school</p>	<p>Website <u>Headteacher Contact – Mr A Waller</u> Meet the Staff Carr Hill High School(carrhillschool.com) <u>Governing Board</u> Contact information available from Email Headteacher PA secretary@carrhill.lancs.sch.uk</p>	<p>Free Free</p>

School prospectus (if any)	Website Prospectus Carr Hill High School (carrhillschool.com)	Free
School session times and term dates	Website Term Dates Carr Hill High School (carrhillschool.com)	Free
	Website School Day Carr Hill High School (carrhillschool.com)	Free
Address of school and contact details, including email address.	Website	
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		
Annual budget plan and financial statements (Current)	Website Carr Hill High School - Schools Financial Benchmarking - GOV.UK (schools-financial-benchmarking.service.gov.uk)	Free
	Electronic copy Contact School Business Manager bursar@carrhill.lancs.sch.uk	Free
Capital funding (Current)	Electronic copy Contact School Business Manager bursar@carrhill.lancs.sch.uk	Free
Financial audit reports (Current)	Electronic copy Contact School Business Manager bursar@carrhill.lancs.sch.uk	Free

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).	Hardcopy Contact School Business Manager bursar@carrhill.lancs.sch.uk	10p/sheet
Pay policy (Current)	Electronic copy Contact Headteachers PA secretary@carrhill.lancs.sch.uk	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.	Hardcopy Contact Headteachers PA secretary@carrhill.lancs.sch.uk	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 more junior posts, by salary range.	Electronic copy Contact Headteacher head@carrhill.lancs.sch.uk	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Carr Hill High School Governing Board have elected not to pay Governors' Allowances	
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 <ul style="list-style-type: none"> - Summary - Full report 	Website Carr Hill High School (carrhillschool.com) Website OFSTED Reports Carr Hill High School (carrhillschool.com)	Free Free

<ul style="list-style-type: none"> Post-inspection action plan 	Electronic Copy Contact Headteacher head@carrhill.lancs.sch.uk	Free
Performance management policy and procedures adopted by the governing body.	Electronic Copy Contact Headteachers PA secretary@carrhill.lancs.sch.uk	Free
Performance data or a direct link to it	Website Carr Hill High School - GOV.UK - Find and compare schools in England (compare-school-performance.service.gov.uk)	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	Website Consultation Documents Carr Hill High School (carrhillschool.com) Hardcopy Contact Headteachers PA secretary@carrhill.lancs.sch.uk	Free 10p/sheet
Safeguarding and child protection	Website Safeguarding Resources Carr Hill High School (carrhillschool.com)	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 Admissions Carr Hill High School (carrhillschool.com)	

<p>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).</p>	<p>Hardcopy Headteacher PA secretary@carrhill.lancs.sch.uk</p>	<p>10p/sheet</p>
<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>Policies and Procedures</p>	<p>Website Policies & Procedures Carr Hill High School (carrhillschool.com)</p>	<p>Free</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website – GDPR Policy & Privacy Notices Policies & Procedures Carr Hill High School (carrhillschool.com)</p>	<p>Free</p>
<p>Charging regimes and policies.</p>	<p>Website – Charges and Remissions Policy Policies & Procedures Carr Hill High School (carrhillschool.com)</p>	<p>Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Website Curriculum Information Carr Hill High School (carrhillschool.com)</p>	<p>Free</p>

Asset register	Inspection Contact School Business Manager bursar@carrhill.lancs.sch.uk	Free
Any information the school is currently legally required to hold in publicly available registers	Hardcopy Headteacher PA secretary@carrhill.lancs.sch.uk	10p/sheet
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 Clubs & Societies Carr Hill High School (carrhillschool.com)	Free
Services for which the school is entitled to recover a fee, together with those fees	Website – Charges and Remissions Policy Policies & Procedures Carr Hill High School (carrhillschool.com)	Free
School publications, leaflets, books and newsletters	Website Carr Hill High School (carrhillschool.com)	Free
Additional Information Please contact the schools Data Protection Officer jchilds@carrhill.lancs.sch.uk 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
Statutory Fee		In accordance with the relevant legislation

* 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)