Freedom of Information

Guide to information available from Hartlepool Free School under the model publication scheme

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Information - item	Available from	Cost
Who's who in the school - our staff	Website: <address> Hard copy: available upon request - please contact school	Free 10p per page
Instrument of Government	Hard copy: available upon request - please contact school	10p per page
Who's who on the Trust Board	Website: <address> Hard copy: available upon request - please contact school	Free 10p per page

Information - item	Available from	Cost
Contact details for the Principal and for the Chair of the Trust Board	Website: Contact (makeitdifferent.org.uk) Hard copy: available upon request - please contact school	Free 10p per page
School prospectus (if school have one)	Hard copy: available upon request - please contact school	10p per page
Annual Report (if school have one)	Hard copy: available upon request - please contact school	10p per page
Staffing structure	Hard copy: available upon request - please contact school	10p per page
School session times and term dates	Website: Timetable | Hartlepool Free School Term Dates | Hartlepool Free School Hard copy: available upon request - please contact school	Free 10p per page
Address of school and contact details, including email address.	Website: Contact (makeitdifferent.org.uk) Hard copy: available upon request - please contact school	Free 10p per page

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

Information - item	Available from	Cost
Annual budget plan and financial statements	Hard copy: available upon request - please contact school	10p per page
Capital funding		
Financial audit reports		
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.		
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).		
Pay policy		
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.		
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.		
Trust Board allowances that can be incurred or claimed, and a record of total payments made to individual Trustees.		

Class 3 – Our priorities and how we are doing
(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum		
Information - item	Available from	Cost
School profile (if school create one) *otherwise* And in all cases: ● Performance data supplied to the Government or to the Northern Ireland Executive, or a direct link to the data ● The latest Ofsted Inspectorate report - Summary - Full report ● Post-inspection action plan	Hard copy: available upon request - please contact school	10p per page
Performance management policy and procedures adopted by the Trust Board.	Hard copy: available upon request - please contact school	10p per page
Performance data or a direct link to it	Website: Performance Data | Hartlepool Free School Hard copy: available upon request - please contact school	10p per page
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 - please contact school	10p per page
Safeguarding and child protection This is policies & who is DSL plus the Principals report to the Trust Board on safeguarding [part one agenda] NOT any sensitive info	Website: Policies (makeitdifferent.org.uk) Hard copy: available upon request - please contact school	Free 10p per page

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Information - item	Available from	Cost

Admissions policy/decisions (not individual admission decisions) – where applicable	Website: Policies (makeitdifferent.org.uk) Hard copy: available upon request - please contact school	Free 10p per page
Agendas and minutes of meetings of the Trust Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Website: Governance (makeitdifferent.org.uk) Hard copy: available upon request - please contact school	Free 10p per page

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 that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.

Information - item	Available from	Cost
Records management and personal data policies, including: ● Information security policies ● Records retention, destruction and archive policies ● Data protection (including information sharing policies)	Website: Policies (makeitdifferent.org.uk) Hard copy: available upon request - please contact school	Free 10p per page
Charging regimes and policies.	Website: Policies (makeitdifferent.org.uk) Hard copy: available upon request - please contact school	Free 10p per page

Class 6 – Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

Information - item	Available from	Cost
Curriculum circulars and statutory instruments	Website: Our Curriculum (makeitdifferent.org.uk) Hard copy: available upon request - please contact school	Free 10p per page
Disclosure logs	Hard copy: available upon request - please contact school	10p per page
Asset register	Hard copy: available upon request - please contact school	10p per page
Any information the school is currently legally required to hold in publicly available registers	Hard copy: available upon request - please contact school	10p per page

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
(hard copy or website; some information may only be available by inspection)

Information - item	Available from	Cost
Extra-curricular activities	Hard copy: available upon request - please contact school	Free 10p per page

Out of school clubs	Hard copy: available upon request - please contact school	Free 10p per page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available upon request - please contact school	Free 10p per page
School publications, leaflets, books and newsletters	Website: <address> Hard copy: available upon request - please contact school	Free 10p per page

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost 25p
	Photocopying/printing @ ..p per sheet (colour)	Actual cost 25p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Public Authorities may charge where the cost of compliance	In accordance with the relevant legislation

	with a request exceeds the appropriate limit.	https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf