Policy Procedures – school requirements

This document accompanies the main policy to inform specific details that are required per individual school.

Policies connected to this document	
Freedom of Information	Educational Visits/Trips Policy
Privacy Notices	Emergency Plan
Health and Safety Policy	Online Safety Policy

School	Scissett Middle School
Date updated	November 2026
Responsibility	Executive Headteacher
Next Review	January 2027

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Freedom of information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	**Website:** https://www.scissettmiddle.com/our-school/staff **Trust Website:** https://www.themast.co.uk/about-us **Hard copy:** available upon request - contact school	Free Will be advised on request
Who's who on the governing body and the basis of their appointment	**Website:** https://www.scissettmiddle.com/our-school/governors **Trust Website:**https://www.themast.co.uk/governance/governance-structure **Hard copy:** available upon request - contact school	Free Will be advised on request
Articles of Association	**Website:** https://www.themast.co.uk/governance/legal-documents **Hard copy:** available upon request – contact the Trust	Free Will be advised on request
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	**Website:** https://www.scissettmiddle.com/contact **Trust Website:** https://www.themast.co.uk/contact **Hard copy:** available upon request - contact school	Free Will be advised on request
Staffing structure	**Website:** https://www.scissettmiddle.com/our-school/staff **Hard copy:** available upon request - contact school	Free Will be advised on request

School session times and term dates	**Website:** https://www.scissettmiddle.com/our-school/term-dates **Hard copy:** available upon request - contact school	Free Will be advised on request
Address of school and contact details, including email address	**Website:** https://www.scissettmiddle.com/contact **Trust Website:** https://www.themast.co.uk/contact **Hard copy:** available upon request - contact school	Free Will be advised on request
Class two: 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	**Hard copy:** available upon request - contact school	Will be advised on request
Capital funding	**Hard copy:** available upon request - contact school	Will be advised on request
Financial audit reports	**Hard copy:** available upon request - contact school	Will be advised on request
Details of expenditure items over £2000 – published at least annually but at amore frequent quarterly or six-monthly interval where practical	**Hard copy:** available upon request - contact school	Will be advised on request
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)	**Hard copy:** available upon request - contact school	Will be advised on request
Pay policy	**Hard copy:** available upon request - contact school	Will be advised on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior	**Hard copy:** available upon request - contact school	Will be advised on request

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) inbands of £10,000; for more junior posts, by salary range.	**Hard copy:** available upon request - contact school	Will be advised on request
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	Will be advised on request
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School profile (if any) And in all cases: • performance data supplied to the English Government or a direct link tothe data • the latest Ofsted report • post-inspection action plan	**Website:** Scissett Middle School - Compare school and college performance data in England - GOV.UK (compare-school-performance.service.gov.uk) **Website:** https://www.scissettmiddle.com/ks2-sats **Website:** https://www.scissettmiddle.com/our-school/ofsted-report **Website:** Link to post-inspection action plan on website – Not applicable **Hard copy:** available upon request - contact school	Free Will be advised on request
Performance management policy and procedures adopted by the governing body	**Website:** https://www.themast.co.uk/policies **Website:** https://www.themast.co.uk/governance/scheme-of-delegation **Hard copy:** available upon request - contact school	Free Will be advised on request

Performance data or a direct link to it	**Website:** Scissett Middle School - Compare school and college performance data in England - GOV.UK (compare-school-performance.service.gov.uk) **Website:** https://www.scissettmiddle.com/ks2-sats **Hard copy:** available upon request - contact school	Free Will be advised on request
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	Will be advised on request
Safeguarding and child protection	**Website:** https://www.scissettmiddle.com/our-school/safeguarding **Hard copy:** available upon request - contact school	Free Will be advised on request
Class four: 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)	**Website:** https://www.themast.co.uk/policies **Hard copy:** available upon request - contact school	Free Will be advised on request
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	**Website:** https://www.scissettmiddle.com/our-school/governors **Trust Website:** https://www.themast.co.uk/governance/minutes-of-meetings **Hard copy:** available upon request - contact school	Free Will be advised on request
Class five: 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)		

Records management and personal data policies, including: • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies)	**Website:** https://www.scissettmiddle.com/our-school/policies **Trust Website:** https://www.themast.co.uk/policies **Hard copy:** available upon request - contact school	Free Will be advised on request
Charging regimes and policies *This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made andhow they are calculated. 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').*	**Website:** https://www.scissettmiddle.com/our-school/policies **Trust Website:** https://www.themast.co.uk/policies **Hard copy:** available upon request - contact school	Free Will be advised on request
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	**Website:** https://www.scissettmiddle.com/our-school/curriculum-statement **Hard copy:** available upon request - contact school	Free Will be advised on request
Disclosure logs	Inspection only - contact school	Will be advised on request
Asset register	Inspection only - contact school	Will be advised on request
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	Will be advised on request

Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	**Website:** https://www.scissettmiddle.com/pupils/enrichment/clubs **Hard copy:** available upon request - contact school	Free Will be advised on request
Out of school clubs	**Website:** https://www.scissettmiddle.com/pupils/enrichment/clubs **Hard copy:** available upon request - contact school	Free Will be advised on request
Services for which the school is entitled to recover a fee, together with those fees	**Website:** https://www.scissettmiddle.com/our-school/policies **Trust Website:** https://www.themast.co.uk/policies **Hard copy:** available upon request - contact school	Free Will be advised on request
School publications, leaflets, books and newsletters	**Website:** https://www.scissettmiddle.com/our-news/letters **Hard copy:** available upon request - contact school	Free Will be advised on request

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost^	Will be advised on request
	Photocopying/ printing @ pence per sheet (colour)	Actual cost^	Will be advised on request
	Postage	Actual cost of Royal Mail standard 2nd class	Will be advised on request
Statutory Fee	In accordance with the relevant legislation		not applicable

^the actual cost incurred by the school/trust

Privacy Notices

Section	Required	Detail
4 Workforce Visitors and contractors; Governors and Trustees	Storing workforce information – linked with Data Protection Policy section D	See Trust Data Protection Policy
5 Pupils	Storing pupil data– linked with Data Protection Policy section D	See Trust Data Protection Policy

Health and Safety Policy

As noted throughout health and Safety policy https://www.kirkburtonmiddleschool.co.uk/our-school/school-policies

Action	Responsible Body	Responsible Person	People with delegated responsibility
Daily Visual H&S Inspections	School	Head of School	Trust Site Manager / Site Team
Workplace / Premises Inspections	Trust	Head of Estates	Trust Site Manager/ Site Team
Risk Assessments	Determined in Risk Assessment Schedule	Executive Headteacher/ Trust Site Manager	Executive Headteacher/Trust Site Manager/ School Staff
Training Development	Trust	Head of Estates	Head of Estates
Training Implementation	School	Executive Headteacher	SLT / Headteacher's PA
Accident Reporting in School	School	Executive Headteacher	Business Support Officer
Accident Investigation	School	Executive Headteacher	Head of Estates
Accident Trend Spotting	School	Executive Headteacher	Headteacher's PA / Head of Estates
Accident Reporting to Trust	School	Executive Headteacher	Business Support Officer
Wellbeing	School	Executive Headteacher	Head of School

Action	Responsible Body	Responsible Person	People with delegated responsibility
Co-ordination of Contractors	School / Trust	Head of Estates	Trust Site Manager / Headteacher's PA

Permission to work	Trust	Head of Estates	Trust Site Manager / Site Team
Hot work permits	Trust	Head of Estates	Trust Site Manager / Site Team
Asbestos Risk Assessment	Trust	Head of Estates	Trust Site Manager / Site Team
Asbestos AMP file completion	Trust	Head of Estates	Trust Site Manager / Site Team
Fire Risk Assessment (Annual)	Trust	Head of Estates	Trust Site Manager / Site Team
Fire Safety: Drills	School	Head of School	Trust Site Manager / Site Team
Fire Wardens	School	Head of School	Headteacher's PA
Fire Checks: Firefighting equipment	External Contractor	Head of Estates	Trust Site Manager / Site Team
Fire Checks: Fire Prevention	External Contractor	Head of Estates	Trust Site Manager / Site Team
Emergency Plan Review	School	Executive Headteacher	Headteacher's PA
Emergency Plan Drills	School	Executive Headteacher	Head of School
Legionella Maintenance Plan	External Contractor	Head of Estates	Trust Site Manager
Legionella Actions Required	School	Executive Headteacher	Head of Estates / Trust Site Manager
Electricity PPM	External Contractor	Head of Estates	Trust Site Manager / Site Team

Gas PPM	External Contractor	Head off Estates	Trust Site Manager / Site Team
Action	**Responsible Body**	**Responsible Person**	**People with delegated responsibility**
COSHH Data Sheets - Site	Trust	Head of Estates	Trust Site Manager / Site Team

COSHH Data Sheets - Curriculum	School	Executive Headteacher	Strategic Curriculum Leaders
First Aiders in School	School	Executive Headteacher	Headteacher's PA
First Aid Training	School	Executive Headteacher	Headteacher's PA
First Aid Risk Assessment	Trust	Head of Estates	Headteacher's PA
New and Expectant Mother RAs	School	Executive Headteacher	Head of School
PEEPs	School	Executive Headteacher	Head of School

Educational Trips and Visits Policy

Section	Required	Detail
5	Named governor overseeing the policy	Mr J Jolly
5	Named Educational visit coordinator	Mrs L Wood

Emergency Plan

This document is secure to the school and is not shared with the wider public to comply with GDPR.

Online Safety Policy

Section	Required	Detail
3	Online Safety Lead	Executive Leader for Inclusion
3	Governor with an overview of safeguarding	Mrs L Godman
8.3	Nominated SLT	Assistant Headteacher (School culture)

Supporting Pupils with Medical Needs Policy

SLT Member Responsible for implementation and and ongoing compliance of this policy:

Mr M Black Executive SENDCo