

# Freedom of Information

## Guide to information available from The White Hills Park Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p><u>The White Hills Park Trust</u> www.whptrust.org</p> <p><u>Alderman White School</u> Chilwell Lane Bramcote Nottingham NG9 3DU Tel: 0115 9170424 Fax: 0115 9175950 www.aldermanwhite.school</p> <p><u>Bramcote College</u> Moor Lane Bramcote Nottingham NG9 3GA Tel: 0115 9168900 Fax: 0115 9168901 www.bramcote.college</p>		
Who's who in the Trust	Website	Free
Who's who on the Board of Trustees and the basis of their appointment	Website	Free
Articles of Association	Website	Free
Instrument of Governance	On application to the Executive Principal's PA.	Free
Contact details for the Executive Principal and for the Trustees.	Mr P Heery	

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	<p>Executive Principal 0115 9078111 <a href="mailto:Karen.Sims@whptrust.org">Karen.Sims@whptrust.org</a></p> <p>Mr A Bird Chair of the Board of Trustees <a href="mailto:adam.bird@whptrust.org">adam.bird@whptrust.org</a> C/O Mrs K Sims Bramcote College Moor Lane Bramcote Nottingham NG9 3GA</p>	
Individual School prospectus	Available on the website. A hard copy is available from the school reception.	Free
Trust session times and term dates	Website.	Free
<p><b>Class 2 – 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>		
Annual budget plan and the annual audited accounts of the Trust	The Previous year’s Audited accounts available on the website. Printed copies of the Audited Accounts Current year’s plan on application to Trust Finance Manager.	Free £5 £5
Capitalised funding	On application to Trust Finance Manager.	£5

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Additional funding	On application to Trust Finance Manager.	£5
Procurement and projects	On application to Trust Finance Manager.	£5
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website	Free
Performance management policy and procedures adopted by the Trustees.	On application to the Executive Principal's PA.	£5
The Trust's development plans	Website	Free
Every Child Matters – policies and procedures	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the Trustees and its committees	On application to the Executive Principal's PA.	£5
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	On application to the Executive Principal's PA..	£5

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<p><b>Class 5 – 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>• Charges and remission policy</li> <li>• Community Cohesion policy</li> <li>• Complaints policy</li> <li>• Equal opportunities</li> <li>• Financial regulations</li> <li>• Freedom of Information publication scheme</li> <li>• Health and Safety</li> <li>• School visits policy</li> <li>• Staff Appraisal Policy</li> <li>• Staff contact policy</li> <li>• Staff performance management policy</li> </ul>	Website	Free
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Accessibility plan</li> <li>• Assessment and marking policy</li> <li>• Behaviour policy</li> <li>• Careers and information guidance policy</li> <li>• Child Protection</li> <li>• Collective worship policy</li> <li>• Cover policy</li> <li>• Curriculum policy</li> </ul>	Website	Free

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<ul style="list-style-type: none"> <li>• Home/school agreement</li> <li>• Disability equality scheme</li> <li>• Race equality policy</li> <li>• Sex &amp; relationships education policy</li> <li>• Special educational needs &amp; inclusion policy</li> <li>• Work experience policy</li> </ul>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Records retention destruction and archive policies</li> <li>• Data protection</li> <li>• Privacy Notice</li> </ul>	On application to the school	Free
<b>Class 6 – Lists and Registers</b>		
Curriculum circulars and statutory instruments	Inspection only	Free
Disclosure logs	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Inspection only	Free
<b>Class 7 – 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	Website	Free
Out of school clubs	Website	Free
School publications	Website	Free

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Leaflets books and newsletters	Website or available as a hardcopy from the school reception.	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

Mrs A Mellors  
Head Teacher  
Alderman White School  
Chilwell Lane, Bramcote, Nottingham NG8 3DU Tel: 0115 9170424 Fax: 0115 9175950

Mrs F Parker-Dennis  
Head of 6<sup>th</sup> Form  
Bramcote College  
Moor Lane, Bramcote, Nottingham, NG9 3GA Tel: 0115 9168900 Fax: 0115 9168901

Mrs H Gale  
Head Teacher  
Bramcote College  
Moor Lane, Bramcote, Nottingham, NG9 3GA Tel: 0115 9168900 Fax: 0115 9168901

Mr J Macdonald  
Trust Operations Manager

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The White Hills Park Trust

Moor Lane, Bramcote, Nottingham, NG9 3GA Tel: 0115 9168900 Fax: 0115 9168901

Mrs K Sims

PA to the Executive Principal

C/O Bramcote College, Derby Road, Nottingham NG9 3GA Tel: 0115 9078111 Fax: 0115 9168901

### 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 @ 5p per sheet (black & white)	Actual cost to include materials
	Photocopying/printing @ 15p per sheet (colour)	Actual cost to include materials
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class