



Freedom of Information: a guide to information available from Bishop Luffa School under the model publication scheme

Website – refer to www.bishopluffa.org.uk ; Hard copy – please request hard copies from Nicky Christopher, Head's PA

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do <i>Organisational information, structures, locations and contacts – this will be current information only</i> <ul style="list-style-type: none"> Academy Funding Agreement – a link to the document on the DfE's website School staff and structure – names of key personnel Governing Body – names and contact details of the Governors and the basis of their appointment Trustees' – names and contact details of the academy trustees. School session times, term dates and holidays Location and contact information – address, telephone number and website Contact details for the Headteacher and the Board of Directors 	Website	Free of Charge (FOC)
Class 2 – What we spend and how we spend it <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – this should be a minimum of current and the previous two financial years (accounts that have been filed with the Charity Commission and Companies House).</i>		
<ul style="list-style-type: none"> Annual budget plan and financial statements Details of expenditure over £5,000 – including supplier and transaction information Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects Financial audit reports Annual accounts Additional funding – income generation schemes and other sources of funding 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. Staffing and grading structure- in bands of £5000 for senior staff and by salary range for all other staff. Staff allowances and expenses – details of expenses that can be incurred or claimed by school Leadership Team Pupil Premium – strategic report Governors' allowances – details of allowances and expenses that can be claimed or incurred 	Financial statements-website Hard copy Hard copy Hard copy Website Hard copy Hard copy Hard copy Hard copy Website Hard copy	Photocopying and postage

Class 3 – What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews - current information should be published</i>		
<ul style="list-style-type: none"> Annual report Government supplied performance data Exam and assessment results Data protection impact assessments Latest OFSTED report Careers programme information Data protection Impact assessment/Health and safety impact assessment/Equality impact assessment – as appropriate 	Hard copy Link from website Website Hard copy Link on website Website Hard copy	FOC
Academy's future plans – any major proposals on change in status	Hard copy	Photocopying and postage

Class 4 – How we make decisions <i>Decision making processes and records of decisions - current and previous three years as a minimum</i>		
Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Website	FOC
Board of Governors meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy	Photocopying and postage
Class 5 – Our policies and procedures <i>Current written protocols, policies and procedures for delivering our services and responsibilities - current information only</i>		
School policies including: <ul style="list-style-type: none"> Admissions Data protection Attendance Charging and remissions policy* Health and Safety and risk assessment Complaints procedure Safeguarding and Child protection Staff conduct policy Discipline and grievance policies Pay policy Information request handling policy Staff recruitment policies Register of pecuniary interests 	Website Website Website Website Website Website Website Hard copy Hard copy Hard copy Website Hard copy Hard copy	FOC P&P FOC Photocopying and postage P&P
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Behaviour Curriculum Relationships and sex education 	Website Website Website	FOC FOC FOC

<ul style="list-style-type: none"> Special educational needs Accessibility Race equality Collective worship Careers education Pupil discipline Uniform 	Website Website Website Website Website Website Website	FOC FOC FOC FOC FOC FOC FOC
Records management and personal data policies <ul style="list-style-type: none"> Records retention Destruction and archive policies Data protection policies 	Hard copy Hard copy Website	P&P P&P FOC
Equality and Diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> Policies and procedures for the recruitment of staff – details of vacancies should be included 	Website	FOC
<p><i>*Charging regimes and policies</i> 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 and how they are calculated.</p>		

Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		
Curriculum circulars and statutory instruments	Hard copy	Photocopying and postage
CCTV- details of locations of any overt CCTV surveillance used by the school	Hard copy	Photocopying and postage
Disclosure logs	Hard copy	Photocopying and postage
Asset register and information asset register	Hard copy	Photocopying and postage
Any information the Academy is currently legally required to hold in publicly available registers	Website	FOC
Class 7 – The services we offer <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only. Some information may only be available for inspection</i>		
<ul style="list-style-type: none"> Extra-curricular activities Out of school clubs School publications 	Website Website Website	FOC
Services for which the Academy is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	Website/ Hard copy	FOC/ Photocopying and postage
Charges and Remissions The FOIA allows Academy Trusts to charge for providing information. Bishop Luffa School follows the DfE recommendation that in principle Academies should charge to recover the costs to Academy resources that would otherwise support teaching and learning. <ol style="list-style-type: none"> Bishop Luffa School will consider whether calculating the cost of the fee outweighs the cost of providing the information. In practice we will respond to straightforward enquiries free of charge and charge where the costs are significant. If a charge is applicable we will send the enquirer a fees notice and do not have to comply with the request until the fee has been paid. 		

SCHEDULE OF CHARGES

The table below outlines the schedule of charges for the publication of material under a Freedom of information request where a charge is applicable.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement charge	Photocopying/printing black and white @ 5p per sheet	Actual cost *
	Photocopying/printing colour @12p per sheet	Actual cost
	Postage	Actual cost of second class postage
Statutory Fee		In accordance with relevant legislation

* the actual cost incurred by the Academy

Reviewed and approved by Governing Body March 2024