

# TRAFALGAR SCHOOLS' FEDERATION



Reviewed by: Resources Committee: Spring 2018  
Next review: Spring 2019

## Policy for Freedom of Information

### Guide to information available from Trafalgar Schools' Federation 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> Current information on the schools' structures, locations and contacts and organisational information is available on its website.</p>	<p>www.trafalgar-inf.richmond.sch.uk www.trafalgar-jun.richmond.sch.uk</p>	Free
Who's who in the two schools	Hard copy from respective school office	Free
Who's who on the governing body and the basis of their appointment	Hard copy from either school office or website	Free
Instrument of Government	Hard copy from respective school office	Free
Contact details for the Executive Headteacher and for the governing body.	Hard copy from either school office	Free
Staffing structure	Hard copy from respective school office	Free
School session times and term dates	Hard copy from respective school office	Free
<p><b>Class 2 – What we spend and how we spend it</b> For each: school, financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for current and previous financial years.</p>		
Annual budget plan and financial statements for each school	Hard copy available from respective school office (as an extract from the same form as circulated to school governors once a term)	Free
Capitalised funding	As above	Free
Additional funding: The joint school Charging for Activities policy states ' <i>Under the terms of the Education Reform Act 1988 we cannot make a charge for school-time activities but we may invite parents to make a voluntary contribution. At Trafalgar Infant School and Trafalgar Junior School activities and trips are supported by funds</i>	<ul style="list-style-type: none"> <li>• PTA meetings &amp; minutes</li> <li>• Charging for Activities Policy</li> </ul>	

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<i>from the respective school's budget, PTA funds and voluntary parental contributions'.</i>		
Procurement and projects	As PFI schools, PPP is responsible for the majority of contractual arrangements for the supply of goods and services. The LA is responsible for some others.	
Pay Policy	Hard copy from respective school office	Free
Staffing and grading structure	The grading structure is part of the pay policy (see above).	
Governors' allowances	Hard copy from either school office	Free
<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</li> </ul>	<a href="http://www.trafalgar-inf.richmond.sch.uk">www.trafalgar-inf.richmond.sch.uk</a> <a href="http://www.trafalgar-jun.richmond.sch.uk">www.trafalgar-jun.richmond.sch.uk</a>	
Appraisal policy and procedures adopted by the governing body.	Hard copy from respective school office	Free
Schools' future plans	The School Development Plan for each school, which describes the action plan and budgets is available in hard copy from the respective school office.	Free
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions for current and previous three years.		
Admissions policy/decisions (not individual admission decisions). The school admits children as directed by the Local Authority Borough Procedures.	<a href="http://www.richmond.gov.uk/primary_school_admissions">http://www.richmond.gov.uk/primary_school_admissions</a>	
Agendas and minutes of meetings of the governing body and (if held) its sub-committees.	Copies of the minutes of meetings, excluding matters properly regarded as private to the meetings, are available from either school office.	Free
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and		

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responsibilities.		
School policies including: <ol style="list-style-type: none"> <li>1. FOI - Charging and Remissions policy</li> <li>2. Health and Safety</li> <li>3. Complaints Policy</li> <li>4. Code of Conduct for School Staff</li> <li>5. Discipline and grievance policies</li> <li>6. Data Protection Policy – Subject Access Requests</li> <li>7. Equalities Policy and Action Plan</li> <li>8. Accessibility Strategy &amp; Action Plan</li> <li>9. Staff recruitment procedures</li> </ol>	1-9 available from respective school office 1, 3, 7 & 8 are also available on website	Free
Pupil and curriculum policies, including: <ol style="list-style-type: none"> <li>1. Curriculum Framework</li> <li>2. Sex and Relationships Education</li> <li>3. Special Educational Needs</li> <li>4. Religious Education</li> <li>5. Managing Behaviour &amp; Anti-Bullying Policy</li> </ol>	1-5 available from respective school office 3 & 5 are also available on website	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	The two schools follow the practices outlined in the <a href="#">Retention Guidelines</a> of the Local Government Group of the Record management Society of GB.	
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 and how they are calculated.	See below	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.		
Curriculum circulars and statutory instruments	Info available in respective school office	Free
Disclosure logs	Info available in respective school office	Free
Asset register	Hard copy available from respective school	Free

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	office.	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Info. in school office	
<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. Current information only.		
Extra-curricular activities	Hard copy available from respective school office	Free
Out of school clubs	Info available in respective school office	
School publications <ul style="list-style-type: none"> <li>• Weekly school newsletter for parents and carers</li> <li>• Parents Handbook, issued to all parents of children entering Reception.</li> </ul>	Hard copy available from respective school office.	Free
Services for which either school is entitled to recover a fee, together with those fees.  School-run activities.  Privately run activities. These activities bear individual charges, although there are free places at the clubs for children who receive pupil premium funding.	Some school-run activities are the subject to conditions in Charging for Activities Policy	
Leaflets, books and newsletters	Hard copy available from respective school office	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
For current Infant School parents, many of the are held on the TIS e-School which is password protected		

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## Contact details:

**TIS School Office – 020 8894 5729**  
[info@trafalgar-inf.richmond.sch.uk](mailto:info@trafalgar-inf.richmond.sch.uk)

**TJS School Office – 020 8894 1606**  
[info@trafalgar-jun.richmond.sch.uk](mailto:info@trafalgar-jun.richmond.sch.uk)

## 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
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	As PFI school Charge set by FM company
	Photocopying/printing @ 10p per sheet (colour)	As PFI school Charge set by FM company
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

Change control information for staff & governing body use only

Date	Change Description
Spring 2015	No changes
Spring 2016	This policy has been moved to Resources Committee. The charge relating to photocopying have been updated.
Spring 2017	Changes have been made to correctly name policies and remove obsolete references
Spring 2018	Separate school policies combined as Federation one