

Freedom of Information

Guide to information available from Alt Bridge Secondary Support Centre under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copy Contact the School Office</p>	
Who's who in the school	Hard Copy – contact the School Office	10p per Sheet
Who's who on the governing body and the basis of their appointment	Hard copy Contact the School Office	10p per Sheet
Instrument of Government	Hard copy Contact the School Office	10p per Sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy Contact the School Office	10p per Sheet
School prospectus	Hard copy Contact the School Office	10p per Sheet
Annual Report	Not Applicable	
Staffing structure	Hard copy Contact the School Office	10p per Sheet
School session times and term dates	Hard copy Contact the School Office	10p per Sheet

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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	Hard Copy	
Annual budget plan and financial statements	Hard Copy – Contact the School Office	10p per Sheet
Capitalised funding	Hard Copy – Contact the School Office	10p per Sheet
Additional funding	Hard Copy – Contact the School Office	10p per Sheet
Procurement and projects	Hard Copy – Contact the School Office	10p per Sheet
Pay policy	Hard Copy – Contact the School Office	10p per Sheet
Staffing and grading structure	Hard Copy – Contact the School Office	10p per Sheet
Governors' allowances	Hard Copy – Contact the School Office	10p per Sheet

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(Hard copy or website)	10p per Sheet
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard Copy – Contact the School Office	10p per Sheet
Performance management policy and procedures adopted by the governing body.	Hard Copy – Contact the School Office	10p per Sheet
Schools future plans	Hard Copy – Contact the School Office	10p per Sheet
Every Child Matters – policies and procedures	Hard Copy – Contact the School Office	10p per Sheet

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy – Contact the School Office	
Admissions policy/decisions (not individual admission decisions)	Hard Copy – Contact the School Office	10p per Sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy – Contact the School Office	10p per Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy – Contact the School Office	10p per Sheet

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<ul style="list-style-type: none"> • Careers education • Pupil discipline 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard Copy – Contact the School Office	10p per Sheet
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.		10p per Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy - some information may only be available by inspection)	10p per Sheet
Curriculum circulars and statutory instruments	Hard Copy – Contact the School Office	10p per Sheet
Disclosure logs	Hard Copy – Contact the School Office	10p per Sheet
Asset register	Inspection only	Free

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Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy – Contact the School Office	10p per Sheet
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 – Contact the School Office	
Extra-curricular activities	Hard Copy – Contact the	10p per Sheet

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	School Office	
Out of school clubs	Hard Copy – Contact the School Office	10p per Sheet
School publications	Hard Copy – Contact the School Office	10p per Sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy – Contact the School Office	10p per Sheet
Leaflets books and newsletters	Hard Copy – Contact the School Office	10p per Sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mr. B. Kerwin (Headteacher)

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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 @ 10p per sheet (black & white)	Actual cost 0.04p per copy + paper.
	Photocopying/printing @ ..p per sheet (colour) / NA	Actual cost : N/A
	Postage – 27p	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		