

Freedom of Information Act 2000

Guide to information available from St Angela's Ursuline School  
under the Freedom of Information model publication scheme

<b><i>Information to be published.</i></b>	<b><i>How the information can be obtained</i></b>	<b><i>Cost</i></b>
<b><i>Class 1 - Who we are and what we do</i></b>		
Who's who in the school	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
Who's who on the Governing Body	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
Address of the school and contact details, including for the Headteacher and for the Governing Body via the school	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
Mission Statement	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
School Curriculum	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
Instrument of Government	<b>Hard Copy</b> Contact school office	10p per sheet

Staffing structure	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
School daily schedule and term dates	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
<b><i>Class 2 – What we spend and how we spend it</i></b> <b><i>This includes financial information for current and previous two financial years relating to projected and actual income and expenditure, procurement, contracts and financial audit</i></b>		
Annual budget plan and financial statements	<b>Hard Copy</b> Contact school office	10p per sheet
Capital funding and major plans for capital expenditure	<b>Hard Copy</b> Contact school office	10p per sheet
Financial audit reports	<b>Hard Copy</b> Contact school office	10p per sheet
Details of expenditure on individual items over £5000	<b>Hard Copy</b> Contact school office	10p per sheet
Procurement procedures, and a summary of contracts the school has entered into through a formal tender process	<b>Hard Copy</b> Contact school office	10p per sheet
School Pay Policy	<b>Hard Copy</b> Contact school office	10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent)	<b>Hard Copy</b> Contact school office	10p per sheet
Staff pay and grading structure	<b>Hard Copy</b> Contact school office	10p per sheet

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	<b>Hard Copy</b> Contact school office	10p per sheet
<b><i>Class 3 – What our priorities are and how we are doing</i></b> <b><i>This includes strategies and plans, performance indicators, audits, &amp; inspections</i></b>		
Performance data supplied to the Government	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
The latest Ofsted report	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
Performance management policy and procedures adopted by the governing body	<b>Hard Copy</b> Contact school office	Free  10p per sheet
Examination Results	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
The School Development Plan	<b>Hard Copy</b> Contact school office	Free  10p per sheet
Safeguarding and Child Protection policy and associated activities	<b>School website</b>	Free

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<b><i>Class 4 – How we make decisions</i></b> <b><i>This includes the current year and previous three years</i></b>		
Admissions policy/decisions (not individual admission decisions) – where applicable	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
<b><i>Class 5 – Our policies and procedures for delivering our services and responsibilities</i></b>		
School Polices and associated documents	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a> <b>Hard Copy</b> Contact school office	Free  10p per sheet
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</li> </ul>	<b>Hard Copy</b> Contact school office	10p per sheet
Charging regimes and policies	<b>Hard Copy</b> Contact school office	10p per sheet
<b><i>Class 6 – Lists and Registers</i></b> <b><i>Currently maintained lists and registers (NB excludes the attendance register)</i></b>		

Curriculum circulars and statutory instruments	<b>Hard Copy</b> Contact school office	10p per sheet
Disclosure log	<b>Hard Copy</b> Contact school office	10p per sheet
Asset Register	<b>Inspection Only</b> Contact school office	Free
Any information the school is currently legally required to hold in publicly available registers	<b>Hard Copy</b> Contact school office	10p per sheet
<b><i>Class 7 – The services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i></b>		
Extra-curricular activities	<b>Hard Copy</b> Contact school office	10p per sheet
Out of school clubs	<b>Hard Copy</b> Contact school office	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a>	Free
	<b>Hard Copy</b> Contact school office	10p per sheet
School publications, leaflets, books and newsletters	<b>School website</b> <a href="http://www.stangelas-ursuline.co.uk/">http://www.stangelas-ursuline.co.uk/</a>	Free
	<b>Hard Copy</b> Contact school office	10p per sheet

## **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
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<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Cost including administration time and copying charges
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)