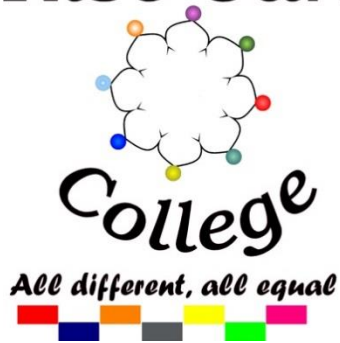


Rise Carr



Rise Carr College

Guide to Freedom of Information Under the ICO Publication Scheme

STATUS	DATE
POLICY DATED:	April 2020
LAST REVIEWED:	March 2021
REVIEWED BY:	Sally Hudson
ADOPTED BY GOVERNORS:	Mar 2021
NEXT REVIEW DATE:	Mar 2022

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>	Website	£0
Who's who in the school	Website	£0
Who's who on the governing body / board of governors and the basis of their appointment	Website	£0
Instrument of Government / Articles of Association	Website	£0
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	£0
Staffing structure	Website	£0
School session times and term dates	Website	£0
Address of school and contact details, including email address.	Website	£0
<p>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)</p> <p>Current and previous financial year as a minimum</p>	From LA	£0
Annual budget plan and financial statements	From LA	£0
Capital funding	From LA	£0
Financial audit reports	From LA	£0
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	From LA	£0
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	From LA	£0
Pay policy	Hardcopy	Photocopying/ printing and postage charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	From LA	£0

Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	From LA	£0
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	From LA	£0
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard copy & website	Photocopying / printing and postage charges
School profile And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Hard copy & website	Photocopying /printing and postage charges
Performance management policy and procedures adopted by the governing body.	Hard copy	Photocopying / printing and postage charges
Performance data or a direct link to it	From DfE website	£0
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy & website	Photocopying /printing and postage charges
Safeguarding and child protection	Website	£0
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy & website	Photocopying /printing and postage charges
Admissions policy/decisions (not individual admission decisions)	Website	£0
Agendas and minutes of meetings of the governing body and its committees.	Hard copy	Photocopying / printing and postage charges
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website	£0
Records management and personal data policies, including:	Website	£0

<ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 		
<p>Charging regimes and policies.</p> <p>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> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	Website	£0
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	Hard copy	Photocopying / printing and postage charges
Curriculum circulars and statutory instruments	Hard copy	Photocopying / printing and postage charges
Disclosure logs	Hard copy	Photocopying / printing and postage charges
Asset register	Hard copy	Photocopying / printing and postage charges
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Photocopying / printing and postage charges
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	Website	£0
Extra-curricular activities	Website	£0
Out of school clubs	Website	£0
Services for which the school is entitled to recover a fee, together with those fees	Website	£0
School publications, leaflets, books and newsletters	Website	£0

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 *
	Photocopying/printing @ 30p.p per sheet (colour)	Actual cost
	Postage (second class)	Actual cost Individual package cost to be advised by Royal Mail
Statutory Fee		In accordance with the relevant legislation
Other		