

# Freedom of Information

Guide to information available from the Inspiring Futures Partnership Trust under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(Hard copy and/or website)
Who's who in the school	Some information may only be available for inspection
Who's who on the governing body and the basis of their appointment	Hard copy and/or website
Instrument of Government	Hard copy and/or website
Contact details for the Principal and for the Trustees	Jon Mason – Executive Principal Roger Wynne – Chair of Trustees Contact via the Academy Office at Chepping View Primary Academy
School prospectus	Hard copy and/or website
Annual Report	Hard copy and/or website
Staffing structure	Hard copy and/or website
School session times and term dates	Hard copy and/or website
<b>Class 2 – What we spend and how we spend it</b> (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 and/or website)
Annual budget plan and financial statements	Some information may only be available for inspection
Capitalised funding	Hard copy and/or website
Additional funding	Hard copy and/or website
Procurement and projects	Hard copy and/or website
Pay policy	Hard copy and/or website
Staffing and grading structure	Hard copy and/or website (staffing structure)
Trustees' allowances	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(Hard copy and/or website)
School profile	OFSTED website

## Freedom of Information

Guide to information available from the Inspiring Futures Partnership Trust under the model publication scheme

<ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hard copy
Performance management policy and procedures adopted by the governing body.	Hard copy and/or website
Schools future plans	Hard copy
Every Child Matters – policies and procedures	Hard copy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	(Hard copy and/or website)  Some information may only be available for inspection
Admissions policy/decisions (not individual admission decisions)	Bucks County Website Academy Website for in-year admissions
Agendas of meetings of the Trustees and (if held) its sub-committees	Hard copy – Clerk to the Trustee - School Office
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy – Clerk to the Trustee – School Office
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy and/or website)  Some information may only be available for inspection
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Hard copy and/or website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> </ul>	Hard copy and/or website

## Freedom of Information

Guide to information available from the Inspiring Futures Partnership Trust under the model publication scheme

<ul style="list-style-type: none"> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Pupil Behaviour</li> </ul>	
<p>Records management and personal data policies, including:</p> <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>	Hard copy (Academy Office)
<p>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.</p>	Hard copy (Academy Office)
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	(Hard copy and/or website; some information may only be available by inspection) Hard copy
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard copy
<p><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</p>	(Hard copy and/or website; some information may only be available by inspection)
Extra-curricular activities	Hard copy and/or website
Out of school clubs	Hard copy and/or website
School publications	Hard copy
Services for which the school is entitled to recover a fee, together with those fees	N/A
Newsletters	Hard copy and/or website

## Freedom of Information

Guide to information available from the Inspiring Futures Partnership Trust under the model publication scheme

### Contact details:

Melanie Wilson  
Trust Business Manager  
Chepping View Primary Academy  
Cressex Road  
High Wycombe  
Bucks HP12 4PR

Phone: 01494 535564

Email: [office@cheppingviewpri.bucks.sch.uk](mailto:office@cheppingviewpri.bucks.sch.uk)

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Other	Fax:	
	To UK & Ireland £1 per page	
	To Europe £1.75 per page	
	To Rest of the World £2 per page	
	Labour can be charged at £20 per hour	

### Confidentiality Notice

This document and the information in it are provided in confidence, for the sole purpose of the Inspiring Futures Partnership Trust, and may not be disclosed to any third party or used for any other purpose without the express written permission of Inspiring Futures Partnership Trust.

Any form of reproduction, dissemination, copying, disclosure, modification, distribution and or publication of this material is strictly prohibited.

Document Type	Statutory
Updated by	Melanie Wilson
Updated in	January 2019
Review due	January 2021