

## Forest Way School Publication Scheme

This is a list of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained	Charge
<b>Information, structure, locations and contacts</b> Current information only		
Who's who in Forest Way School	Website	No charge
Governing body – names and contact details of the governors and the basis of their appointment	Individual School websites	No charge
Instrument of Government –Funding Agreements	DfE website	No charge
Staffing structure	Trust & Individual School Websites	No charge
School Session times, term dates and holidays	Trust & Individual School Websites	No charge
Location & Contact information – address, telephone numbers & website	Trust & Individual School Websites	No charge
Contact details for the Principal and the Governing Body	Trust & Individual School Websites	No charge
School Prospectus	Individual School Websites	No charge

Information available	How the information can be obtained	Charge
<b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> (Minimum of current and the previous two years financial year)		
Annual financial statements, capital funding and income generation for prior years	Hard copy and on website	No charge
Statutory Accounts	Trust/ Companies House website	No charge

Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to Business Manager	No charge
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to Business Manager	No charge
Pay Policy – statement on general procedures	Hard copy, Website	Schedule of charges
Staff grading and structure	Hard copy, Website	Schedule of charges
Governors' allowances – details if allowances/expenses that can be claimed/incurred	Hard copy, Website	Schedule of charges

Information available	How the information can be obtained	Charge
<b>Strategies and plans, performance indicators, audits, inspections and reviews</b>		
Current information as a minimum		
School Profile -Government supplied data -Latest OFSTED report – summary and full report  -Examination results	DfE Website <a href="#">Ofsted website</a> School website School website	Schedule of charges  No charge No charge
Performance Management policy and procedures	Hard copy, website	Schedule of charges
Future plans	Trust & Individual School Websites	No charge

Safeguarding policies and procedures	Hard copy & School Website	Schedule of charges
--------------------------------------	----------------------------	---------------------------

Information available	How the information can be obtained	Charge
<b>Decision making processes and records of decisions</b> Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	Individual school websites	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy	Schedule of charges No charge

Information available	How the information can be obtained	Charge
<b>Current written protocols, policies and procedures for delivery our services and responsibilities</b> Current information as a minimum		
<b>Policies including:</b>  Admissions  Behaviour and Discipline Capability  Charging and Remission policy  Child Protection/Safeguarding (incl Recruitment Policy)  Complaints procedure  Early Career Teacher  Equality Policy	Hard copy  Individual school websites	No charge

Freedom of Information		
General Data Protection Regulations and Online Safety Policy		
Health & Safety		
Premises Management		
Staff Discipline, Conduct & Grievance		
Whistleblowing		
Pay Policy Teachers		
Pay Policy Support Staff		

<p><b>Pupil and curriculum policies including:</b></p> <ul style="list-style-type: none"> <li>Accessibility</li> <li>Careers</li> <li>Exclusion</li> <li>Early Years Foundation Stage</li> <li>Looked After Children</li> <li>Primary PE Sport Funding</li> <li>Remote Learning</li> <li>Relationships and Sex Education</li> <li>Special Educational Needs Policy/Information Report</li> <li>Supporting pupils with Medical Conditions</li> <li>16-19 Bursary Fund</li> <li>Pupil Premium</li> <li>Local Offer</li> </ul>	<p>Hard copy &amp; Individual school websites</p>	<p>No charge</p>
---	---	------------------

<p><b>Records Management and Personal Data Policies:</b></p> <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention policies</li> <li>Destruction and archive policies</li> <li>Data Protection policies</li> </ul>	<p>Hard copy</p>	<p>No charge</p>
<p><b>Charging Regimes and policies:</b> Please refer to Freedom of Information Policy for list of charges</p>	<p>Hard copy</p>	<p>Schedule of charges</p>

Information available	How the information can be obtained	Charge
Lists and Registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure Logs	In school	Schedule of charges
Asset Register	In school	Schedule of charges
Any information the Trust are currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
Information services Currently information only		
Extra-curricular activities Out of School Clubs	Individual School websites	No charge
School publications	Individual School websites	No charge
Services for which the school is entitled to recover a fee, together with those fees	Individual School websites	No charge
Leaflets, booklets and newsletters	Individual School websites	No charge