



Loreto High School Chorlton

**Freedom of Information
Guide to Information Available**

October 2015

Freedom of Information

Guide to information available from Loreto High School under the publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be <u>current information</u> only		
Who's who in the school	Website	No Charge
Who's who on the governing body and the basis of their appointment	Website	No Charge
Instrument of Government / Articles of Association	Hard copy	Schedule of Charges
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website or School Office	No Charge
School prospectus (if any)	Hard Copy	No Charge
Staffing structure	Hard Copy	Schedule of Charges
School session times and term dates	Website	No Charge
Address of school and contact details, including email address.	Website	No charge

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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) <u>Current and previous financial year as a minimum</u>		
Annual budget plan and financial statements	Hard Copy	Schedule of Charges
Capital funding	Hard Copy	Schedule of Charges
Financial audit reports	Hard Copy	Schedule of Charges
Procurement and contracts	Hard Copy	Schedule of Charges
Pay policy	Hard Copy	Schedule of 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.	Hard Copy	Schedule of Charges
Staffing, pay and grading structure.	Hard Copy	Schedule of Charges
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard Copy	Schedule of Charges
Pupil Premium report	Website	No Charge
Year 7 Literacy and Numeracy Catch Up report	Website	No Charge

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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) <u>Current information</u> as a minimum</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Values and Mission Statement • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report - Summary and Full Report via direct link to the web site 	<p>All from Website</p>	<p>No Charge</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard Copy</p>	<p>Schedule of Charges</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Hard Copy</p>	<p>Schedule of Charges</p>
<p>Safeguarding and child protection policies and procedures</p>	<p>Hard Copy</p>	<p>Schedule of Charges</p>

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	No Charge
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).	Hard Copy	Schedule of Charges
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p>		
<p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.</p> <p>School Policies including: Policies currently published on our web site : Adverse Weather Conditions Admissions Behaviour and Anti Bullying Complaints Lateness</p>	Website	No Charge

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<p>Polices not currently published on our web site: (A list of our school policies is available on application to our school office)</p>	Hard Copy	Schedule of Charges
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Staff Acceptable Use Policy • Records retention, destruction and archive policies • Data protection (including information sharing policies) • Freedom Of Information Publication Scheme 	Hard Copy	Schedule of Charges
<p>Charging regimes and policies. This should include details of any statutory charging regimes.</p>	Website	No Charge
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	Hard Copy	Schedule of Charges
Disclosure logs	By Inspection	No Charge
Any information the school is currently legally required to hold in publicly available registers	By Inspection	No Charge

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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 or website; some information may only be available by inspection)

Extra-curricular activities	Website	No Charge
Out of school clubs	Website	No Charge
Services for which the school is entitled to recover a fee, together with those fees	Website	No Charge
School publications, leaflets, books and newsletters	Website	No Charge

Additional Information

This will provide schools with the opportunity to publish information that is not itemised in the lists above

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Schedule of Charges

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 5p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

*The actual cost incurred by the school.

It may be possible to email information published in this scheme to applicants, in which case there would be no charge.