

## Freedom of Information- Guide to information available from Newbury Academy Trust Schools under the model publication scheme – Fir Tree School

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Organisational Information, structures, locations and contacts		
Who's who in the school	School website: <a href="http://www.firtreeschool.co.uk/page/?title=Our+Staff&amp;pid=51">http://www.firtreeschool.co.uk/page/?title=Our+Staff&amp;pid=51</a>	None
Who's who on the Governing Body	Trust Website: <a href="http://www.newburyacademytrust.org/page/?title=Governance&amp;pid=83">http://www.newburyacademytrust.org/page/?title=Governance&amp;pid=83</a>	None
Articles of Association	Trust Website <a href="http://www.newburyacademytrust.org/page/?title=Governance&amp;pid=83">http://www.newburyacademytrust.org/page/?title=Governance&amp;pid=83</a>	None
Contact details for the Headteacher and for the governing body, via the school	School Website <a href="http://www.firtreeschool.co.uk/page/?title=Contact+Us&amp;pid=44">http://www.firtreeschool.co.uk/page/?title=Contact+Us&amp;pid=44</a>	None
School Prospectus and Curriculum	School Website <a href="http://www.firtreeschool.co.uk/page/?title=Prospectus&amp;pid=12">http://www.firtreeschool.co.uk/page/?title=Prospectus&amp;pid=12</a>	None
Annual report	Trust Website <a href="http://www.newburyacademytrust.org/page/?title=Governance&amp;pid=83">http://www.newburyacademytrust.org/page/?title=Governance&amp;pid=83</a>	
Staffing Structure:	School website: <a href="http://www.firtreeschool.co.uk/page/?title=Our+Staff&amp;pid=51">http://www.firtreeschool.co.uk/page/?title=Our+Staff&amp;pid=51</a>	None
School session times and term dates	School Website School Day: <a href="http://www.firtreeschool.co.uk/page/?title=The+School+Day&amp;pid=47">http://www.firtreeschool.co.uk/page/?title=The+School+Day&amp;pid=47</a> Term Dates: <a href="http://www.firtreeschool.co.uk/page/?title=Term+Dates&amp;pid=40">http://www.firtreeschool.co.uk/page/?title=Term+Dates&amp;pid=40</a>	None
Address of school and contact details, including email address.	School Website <a href="http://www.firtreeschool.co.uk/page/?title=Contact+Us&amp;pid=44">http://www.firtreeschool.co.uk/page/?title=Contact+Us&amp;pid=44</a>	None

<b>Class 2 - What we spend and how we spend it</b>		
Financial Information about projected and actual income and expenditure, procurement, contracts and financial audit		
Annual Budget Plan and financial statements	Hard Copy – School Office	Photocopying charge plus postage (see below)
Capital funding	Hard Copy – School Office	Photocopying charge plus postage (see below)
Financial Audit Reports	Hard Copy – School Office	Photocopying charge plus postage (see below)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy – School office	Photocopying charge plus postage (see below)
Procurement and contracts	Hard Copy – School Office	Photocopying charge plus postage (see below)
Pay Policy	Hard Copy – School Office	Photocopying charge plus postage (see below)

Staff allowances and expenses	Hard Copy – School Office	Photocopying charge plus postage (see below)
Staff pay and grading structures	Hard Copy – School Office	Photocopying charge plus postage (see below)
Governors allowances	Hard Copy – School Office	Photocopying charge plus postage (see below)

<b>Class 3 - What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits inspections and reviews		
Performance Data supplied to the English Government	School Website <a href="http://www.firtreeschool.co.uk/page/?title=Performance+%26amp%3B+Results&amp;pid=9">http://www.firtreeschool.co.uk/page/?title=Performance+%26amp%3B+Results&amp;pid=9</a>	None
Latest Ofsted report	School Website <a href="http://www.firtreeschool.co.uk/page/?title=Ofsted&amp;pid=16">http://www.firtreeschool.co.uk/page/?title=Ofsted&amp;pid=16</a>	None
Post-inspection action plan	School Website <a href="http://www.firtreeschool.co.uk/page/?title=School+Development+Plan&amp;pid=13">http://www.firtreeschool.co.uk/page/?title=School+Development+Plan&amp;pid=13</a>	
Performance management information	Hard Copy – School Office	Photocopying charge plus postage (see below)
The School's future plans	Hard Copy – School Office	Photocopying charge plus

		postage (see below)
Safeguarding and Child Protection	School Website <a href="http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11">http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11</a>	None
<b>Class 4 - How we make decisions</b> Decision-making processes and records of decisions		
Admissions Policy/decisions	School Website <a href="http://www.firtreeschool.co.uk/page/?title=Admissions&amp;pid=8">http://www.firtreeschool.co.uk/page/?title=Admissions&amp;pid=8</a>	None
Agendas and Minutes of meetings of the Governing Body and its Committees	Hard Copy – School Office	Photocopying charge plus postage (see below)
<b>Class 5 - Our Policies and Procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
School policies and other documents	Policies <a href="http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11">http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11</a> Pupil Premium Report and Catch up funding <a href="http://www.firtreeschool.co.uk/page/?title=Pupil+Premium&amp;pid=17">http://www.firtreeschool.co.uk/page/?title=Pupil+Premium&amp;pid=17</a> SEND Report and Local Offer <a href="http://www.firtreeschool.co.uk/page/?title=SEND+Report+%26amp%3B+Local+Offer&amp;pid=14">http://www.firtreeschool.co.uk/page/?title=SEND+Report+%26amp%3B+Local+Offer&amp;pid=14</a>	None
Records management and personal data policies	School website <a href="http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11">http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11</a>	None
Equality and Diversity	School website <a href="http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11">http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11</a>	None
Policies and procedures for the recruitment of staff	School website <a href="http://www.firtreeschool.co.uk/page/?title=Vacancies&amp;pid=42">http://www.firtreeschool.co.uk/page/?title=Vacancies&amp;pid=42</a>	None
Charging regimes and policies (if any)	School website <a href="http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11">http://www.firtreeschool.co.uk/page/?title=Policies&amp;pid=11</a>	None

<b>Class 6 - Lists and registers</b>		
Curriculum circulars and statutory instruments	Hard Copy – School Office	Photocopying charge plus postage (see below)
Disclosure logs	Hard Copy – School Office	Photocopying charge plus postage (see below)
Asset Register	Hard Copy – School Office	Photocopying charge plus postage (see below)
<b>Class 7 - The services we offer</b>		
Information about the services the school provides including leaflets, guidance and newsletters		
Extra-Curricular activities and out of school clubs	School website <a href="http://www.firtreeschool.co.uk/page/?title=Extra-Curricular+Clubs+%26amp%3B+Activities&amp;pid=22">http://www.firtreeschool.co.uk/page/?title=Extra-Curricular+Clubs+%26amp%3B+Activities&amp;pid=22</a>	None
Newsletters	School website <a href="http://www.firtreeschool.co.uk/page/?title=Newsletters&amp;pid=36">http://www.firtreeschool.co.uk/page/?title=Newsletters&amp;pid=36</a>	None
Services for which the school is entitled to recover a fee, together with those fees including Hire of Facilities	School website <a href="http://www.firtreeschool.co.uk/page/?title=Facilities+for+Hire&amp;pid=45">http://www.firtreeschool.co.uk/page/?title=Facilities+for+Hire&amp;pid=45</a>	None
School Trips	School website <a href="http://www.firtreeschool.co.uk/page/?title=Trips&amp;pid=41">http://www.firtreeschool.co.uk/page/?title=Trips&amp;pid=41</a>	None

## Contact Details

Executive Headteacher

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Trust Business Manager

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### **Postage**

Costs will depend on the amount and size posted. All costs will be calculated as second- class post unless requested otherwise. Costs of postage will be requested before posting.

### **Photocopying**

5p per page for black and white copy.

10p per page for colour copy.