

Appendix 1 - Freedom of Information- Guide to information available from Newbury Academy Trust Schools under the model publication scheme – Trinity School

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		
Who's who in the school	School website: http://www.trinitynewbury.org/page/?title=Staff+List&pid=59	None
Who's who on the Governing Body	Trust Website: http://www.newburyacademytrust.org/page/?title=Governance&pid=83	None
Articles of Association	Trust Website http://www.newburyacademytrust.org/page/?title=Governance&pid=83	None
Contact details for the Headteacher and for the governing body, via the school	School Website http://www.trinitynewbury.org/page/?title=Contact+Us&pid=58	None
School Prospectus and Curriculum	School Website http://www.trinitynewbury.org/page/?title=Prospectus&pid=15	None
Annual report	Trust Website http://www.newburyacademytrust.org/page/?title=Governance&pid=83	
Staffing Structure:	School website: http://www.trinitynewbury.org/page/?title=Staff+List&pid=59	None
School session times and term dates	School Website School Day: http://www.trinitynewbury.org/page/?title=The+School+Day&pid=54 Term Dates: http://www.trinitynewbury.org/page/?title=Term+Dates&pid=68	None
Address of school and contact details, including email address.	School Website http://www.trinitynewbury.org/page/?title=Contact+Us&pid=58	None

Class 2 - What we spend and how we spend it 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)

Class 3 - What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits inspections and reviews		
Performance Data supplied to the English Government	School Website http://www.trinitynewbury.org/page/?title=Exam+Results+%26amp%3B+Information&pid=11	None
Latest Ofsted report	School Website http://www.trinitynewbury.org/page/?title=Ofsted&pid=13	None
Post-inspection action plan	School Website http://www.trinitynewbury.org/page/?title=School+Development+Plan&pid=18	
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 http://www.trinitynewbury.org/page/?title=Policies&pid=14	None
Class 4 - How we make decisions Decision-making processes and records of decisions		
Admissions Policy/decisions	School Website http://www.trinitynewbury.org/page/?title=Admissions&pid=9	None
Agendas and Minutes of meetings of the Governing Body and its Committees	Hard Copy – School Office	Photocopying charge plus postage (see below)
Class 5 - Our Policies and Procedures Current written protocols, policies and procedures for delivering our services and responsibilities		
School policies and other documents	Policies http://www.trinitynewbury.org/page/?title=Policies&pid=14 Pupil Premium Report and Catch up funding http://www.trinitynewbury.org/page/?title=Pupil+Premium&pid=16 SEND Report and Local Offer http://www.trinitynewbury.org/page/?title=SEND+Report+%26amp%3B+Local+Offer&pid=17	None
Records management and personal data policies	School website http://www.trinitynewbury.org/page/?title=Policies&pid=14	None
Equality and Diversity	School website http://www.trinitynewbury.org/page/?title=Policies&pid=14	None
Policies and procedures for the recruitment of staff	School website http://www.trinitynewbury.org/page/?title=Vacancies&pid=56	None
Charging regimes and policies (if any)	School website http://www.trinitynewbury.org/page/?title=Policies&pid=14	None
Class 6 - Lists and registers		

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)
Class 7 - The services we offer		
Information about the services the school provides including leaflets, guidance and newsletters		
Extra-Curricular activities and out of school clubs	School website http://www.trinitynewbury.org/page/?title=Extra-Curricular+Clubs+%26amp%3B+Activities&pid=47	None
Newsletters	School website http://www.trinitynewbury.org/page/?title=Newsletters&pid=63	None
Services for which the school is entitled to recover a fee, together with those fees including Hire of Facilities	School website http://www.trinitynewbury.org/page/?title=Facilities+for+Hire&pid=60	None
School Trips	School website http://www.trinitynewbury.org/page/?title=School+Trips&pid=67	None

Contact Details
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Trust Business Manager

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Postage

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Photocopying

5p per page for black and white copy.

10p per page for colour copy.