**Published guide to Information**

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| **Information**  | **How the information can be obtained**  | **Cost**  |
| **Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)**  |
| Who’s who in the school  | **Website:** [**http://hollyhill.bham.sch.uk/about-us/whos-who/staff/**](http://hollyhill.bham.sch.uk/about-us/whos-who/staff/) **Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs |
| Who’s who on the governing body and the basis of their appointment  | **Website:** <http://hollyhill.bham.sch.uk/parents/governors-a-a/governors/>**Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs |
| Instrument of Government / Articles of Association  | **Hard copy:** available upon request - contact school | We would ask a donation to school fund to cover print costs |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).  | **Website:** <http://hollyhill.bham.sch.uk/about-us/contact-us/> **Hard copy:** available upon request - contact school  | Free We would ask a donation to school fund to cover print costs  |
| Staffing structure  | **Website:** <http://hollyhill.bham.sch.uk/about-us/whos-who/staff/>**Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs  |
| School session times and term dates  | **Website:** <http://hollyhill.bham.sch.uk/parents/holiday-dates/>Please note that school start and finish times are currently changed due to managing the risk of COVID.  **Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs  |
| Address of school and contact details, including email address  | **Website:** <http://hollyhill.bham.sch.uk/about-us/contact-us/> **Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs  |

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| **Information**  | **How the information can be obtained**  | **Cost**  |
| **Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)**  |
| Annual budget plan and financial statements  | **Hard copy:** available upon request - contact school  | We would ask a donation to school fund to cover print costs  |
| Capital funding  | **Hard copy:** available upon request - contact school  | We would ask a donation to school fund to cover print costs  |
| Financial audit reports  | **Hard copy:** available upon request - contact school  | We would ask a donation to school fund to cover print costs  |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)  | **Hard copy:** available upon request - contact school  | We would ask a donation to school fund to cover print costs  |
| Pay policy  | We adopt the Birmingham City council model for all staff. **Hard copy:** available upon request - contact school  | We would ask a donation to school fund to cover print costs  |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.  | **Hard copy**: available upon request - contact school  | We would ask a donation to school fund to cover print costs  |

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| **Information**  | **How the information can be obtained**  | **Cost**  |
| **Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)**  |
| School profile (if any)  And in all cases: * performance data supplied to the English Government or a direct link to the data
* the latest Ofsted report
* post-inspection action plan
 | **Website:** <http://hollyhill.bham.sch.uk/information-209/standards/> **Website:** <https://www.compare-school-performance.service.gov.uk/school/103479/holly-hill-methodist-cofe-infant-school/primary>**Website:** <http://hollyhill.bham.sch.uk/information-209/ofstedsiams-inspections-and-reviews/>**Hard copy:** available upon request - contact school  | Free Free Free   We would ask a donation to school fund to cover print costs  |
| Performance management policy and procedures adopted by the governing body  | **Hard copy:** available upon request - contact school  | We would ask a donation to school fund to cover print costs |
| Performance data or a direct link to it  | **Website:** <http://hollyhill.bham.sch.uk/information-209/standards/>  **Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs |
| The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status  | **Hard copy:** available upon request - contact school  | We would ask a donation to school fund to cover print costs |
| Safeguarding and child protection  | **Website:** <http://hollyhill.bham.sch.uk/information-209/safeguarding-children-a/> **Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs  |
| **Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)**  |
| Admissions policy/ decisions (not individual admission decisions)  | **Website:** <http://hollyhill.bham.sch.uk/information-209/admissions/>  **Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs |
| Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)  | **Hard copy:** available upon request - contact school  | We would ask a donation to school fund to cover print costs |
| **Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)** **(current information only; 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)**  |

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| **Information**  | **How the information can be obtained**  | **Cost**  |
| Records management and personal data policies, including: * information security policies
* records retention, destruction and archive policies
* data protection (including information sharing policies)
 | **Website:** <http://hollyhill.bham.sch.uk/information-209/data-protection/> **Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs |
| 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see ‘How to complete the Guide to information’).  | **Website:** Charging and Remission Policy <http://hollyhill.bham.sch.uk/information-209/policies/> **Hard copy:** available upon request - contact school  | Free    We would ask a donation to school fund to cover print costs  |
| **Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)**  |
| Curriculum circulars and statutory instruments  | **Website:** <http://hollyhill.bham.sch.uk/information-209/our-curriculum/>**Hard copy:** available upon request - contact school  | Free Free  We would ask a donation to school fund to cover print costs |
| Disclosure logs  | Inspection only - contact school  | Free  |
| Asset register  | Inspection only - contact school  | Free  |
| Any information the school is currently legally required to hold in publicly available registers  |  Inspection only - contact school  | Free  |
| **Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)**  |
| Extra-curricular activities  | We are currently not running any after school activities due to managing the risk of COVID. This link will be updated as soon as activities commence. | Free  We would ask a donation to school fund to cover print costs **s**  |
| **Information**  | **How the information can be obtained**  | **Cost**  |
| Out of school clubs  | We are currently not running any after school activities due to managing the risk of COVID. This link will be updated as soon as activities commence. | Free  We would ask a donation to school fund to cover print costs |
| School publications, leaflets, books and newsletters  | **Website:** <http://hollyhill.bham.sch.uk/news/> **Hard copy:** available upon request - contact school  | Free  We would ask a donation to school fund to cover print costs |

**Schedule of charges**

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| **Type of charge**  | **Description**  | **Basis of charge**  | **Charge**  |
| **Disbursement costs**  | Photocopying/ printing @ pence per sheet (black and white)  | We would ask a donation to school fund to cover print costs |
| Postage  | Actual cost of Royal Mail standard 2nd class  | 61 pence  |
| **Statutory Fee**  | In accordance with the relevant legislation  | not applicable  |