



## St. Gregory's Catholic High School

**Freedom of Information – information available**

Guide to information available from St Gregory's Catholic High School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Who we are and what we do – organisational information, locations and contacts, constitutional and legal governance</b>		
Name, category, address and contact details of the school	Website	See final page for costs
Names of key school personnel	Hardcopy on request	
Names, dates of appointment, school contact details and the constitution of the governing board	Website	
School prospectus and curriculum	Hard copy on request Website	
School session times and dates of school terms and holidays	Website	

Information to be published	How the information can be obtained	Cost
<b>What we spend and how we spend it – Financial information about projected and actual income and expenditure, procurement, contract and financial audit. (current and previous 2 financial years is the minimum)</b>		
Annual budget plan and financial statements	Hardcopy on request	See final page for costs
Capital funding allocated to, or by the school	Hardcopy on request	
Financial audit reports	Hardcopy on request	
Procurement and contracts	Hardcopy on request	
Pay policy regarding teachers' pay	Hardcopy on request	
Staff allowances and expenses	Hardcopy on request	
Staff pay and grading structure	Hardcopy on request	

Information to be published	How the information can be obtained	Cost
<b>What our priorities are and how we are doing – strategies and plans, performance indicators, audits, inspections and reviews. (minimum current info)</b>		
Performance data supplied by the government	Website	See final page for costs
Latest Ofsted report	Website	
Performance management policy and procedures	Website	
The schools' future plans	Hardcopy	
Safeguarding and child protection policies and procedures	Website	

Information to be published	How the information can be obtained	Cost
<b>How we make decisions - decision making process and records of decisions. (current plus previous 3 years)</b>		
Admissions policy/decisions/rights of appeal (not individual decisions)	Website Hardcopy on request	See final page for costs
Minutes of meetings of the governing board and its committees (excluding information that is considered to be private)	Hardcopy on request	

Information to be published	How the information can be obtained	Cost
<b>Our policies and procedures –current written protocols, policies and procedures for delivering our services and responsibilities – not covered elsewhere</b>		
School policies (as listed on the DfE website/by statute)	Website	See final page for costs
Records management and personal data policies	Website	
Equality and diversity	Website	
Policies and procedures for the recruitment of staff, including details of current vacancies	Hard copies on request Website	
Charging regimes and policies	website	

Information to be published	How the information can be obtained	Cost
<b>Lists and registers (current only)</b>		
Curriculum circulars and statutory instruments	Hardcopy on request	See final page for costs
Disclosure logs	Hardcopy on request	
Asset registers	Hardcopy on request	

Information to be published	How the information can be obtained	Cost
<b>The service we offer – including leaflets, guidance and newsletters</b>		
Extra-curricular activities	Website	See final page for costs
Out of school clubs	Website	
School publication	Website	
Services for which the school is entitled to recover a fee	Website	
Leaflets, booklets and newsletters	Website Hardcopy on request	

## Schedule of Charges

This describes how the charges have been arrived at. Charges will be advised at the time of request and payment is required prior to provision of the information.

Single copies of the information covered by this publication will be provided free if marked 'hard copy' and postal charges at the time will apply. Items market 'web' are available free of charge and should be downloaded by any interested party.

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying/printing (black and white) at 10p per sheet including small admin fee	Actual cost incurred by the school
	Postage 2 <sup>nd</sup> class based on weight	Actual cost of Royal Mail service

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### Contact details:

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PA to Headteacher

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