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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1 - Who we are and what we do**  This will be current information only | (hard copy and/or website) | See final page  for costs |
| Who's who in the school | Website |  |
| Who's who on the trustee board and the basis of their appointment | Website |  |
| Register of Interest of the trustee board | Website |  |
| Contact details for the Headteacher and for the Trustee Board (named contacts where possible with telephone number and email address (if used)) | Website |  |
| School term dates - Session times available from Individual Centres (contact information on website) | Website |  |

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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)  Current Year | (hard copy and/or website) |  |
| Annual budget plan and financial statements | Hard copy |
| Capitalised funding | Hard copy |
| Additional funding | Hard copy |
| Procurement and projects | Hard copy |
| Pay policy | Hard copy |
| Staffing and grading structure | Hard copy |
| Previous Years - 2 year's previous Report & Accounts | Website |
| **Class 3 - What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum | (hard copy or website) |
| School profile   * The latest Ofsted report   + Summary   + Full report | Website |

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| Pupil Premium Reports | Website |  |
| Catch Up Premium Report | Website |
| Teacher appraisal and capability procedures | Hard copy |
| School Development Plan | Hard copy |
| **Class 4 - 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 |
| Agendas of meetings of the governing body and (if held) its sub-committees | Hard copy |
| Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meetings. | Hard copy |
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| **Class 5 - Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | (hard copy or website) |

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| School policies including:   * Charging and remissions policy * Complaints Procedure * Equality Act statement * Health and Safety * GDP * Whistleblowing | Website |  |
| Student and curriculum policies, including:   * Accessibility Plan * Anti Bullying * Behaviour Policy * CEIAG * Child Protection & Safeguarding * Designated Teacher Policy * Equality Information * Exclusions * Sex & Relationship * Special educational needs * Supporting Pupils with Medical Needs | Website |

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| Records management and personal data policies, including: D Information security policies   * Records retention destruction and archive policies * Data protection (including information sharing policies) | Hard copy Hard copy Hard copy |  |  |  |
| 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. | Hard copy |  |
| **Class 6 - Lists and Registers**  Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) |  | |
| Risk Register | Hard Copy |
| **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) |
| Services for which the school is entitled to recover a fee, together with those fees | Hard Copy |
| Leaflets books and newsletters | Web/Hard copy |

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| **Additional Information**  Please apply in writing for any other information not detailed above |  |  |
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**Contact details:**

**The Executive Headteacher, Haybrook College, Slough, Berks SL1 6LZ**

**SCHEDULE OF CHARGES**

Single copies of information covered by this publication are provided free if marked as "Hard Copy" and postal charges at the time will apply. We expect items marked "Web" to be downloaded by yourselves.

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| **Disbursement cost** | Photocopying/printing @ 4p per sheet (black & white) | Actual cost \* |
|  | Photocopying/printing @ 7p per sheet (colour) | Actual cost\* |
|  | Postage | Actual cost of Royal Mail standard 2nd class |