



# HOLY TRINITY

A Catholic and Church of England Voluntary Academy  
The Hallam Schools' Partnership Academy Trust



## Freedom of Information

Guide to information available from Holy Trinity under the model publication scheme. This is in line with the scheme published by the Information Commissioner's Office

*Where the "Website" is referred to this is [www.holytrinitybarnsley.org](http://www.holytrinitybarnsley.org)*

*Where "hard copies" are required, postage will be charged unless it is collected in person and a charge made of 5p per black and white sheet or 10p per coloured sheet.*

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>	Hard Copies on request Website	Postage if required Cost of copying
Who's who in the school	Hard Copies on request Website	Postage if required Cost of copying
Who's who on the governing body / board of governors and the basis of their appointment	Hard Copies on request Website	Postage if required Cost of copying
Instrument of Government / Articles of Association	Hard Copies on request Website	Postage if required Cost of copying
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard Copies on request Website	Postage if required Cost of copying
School prospectus	Hard Copies on request Website	Postage if required Cost of copying
Staffing structure	Hard Copies on request Website	Postage if required Cost of copying
School session times and term dates	Hard Copies on request Website	Postage if required Cost of copying
Address of school and contact details, including email address.	Hard Copies on request Website	Postage if required Cost of copying
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Hard Copies on request Website DFE Website	Postage if required Cost of copying
Annual budget plan and financial statements	Hard copy	Postage if required Cost of copying
Capital funding	Hard copy	Postage if required Cost of copying

Financial audit reports	Hard copy	Postage if required Cost of copying
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Postage if required Cost of copying
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	Postage if required Cost of copying
Pay policy	Hard copy	Postage if required Cost of copying
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	Postage if required Cost of copying
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	Postage if required Cost of copying
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Postage if required Cost of copying
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard copy	Postage if required Cost of copying
School profile (if any) And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or to the or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Hard Copies on request Website  Hard Copies on request Website Hard Copy	Postage if required Cost of copying
Performance management policy and procedures adopted by the governing body.	Hard Copy	Postage if required Cost of copying
Performance data or a direct link to it	Hard Copies on request	Postage if required

	Website	Cost of copying
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 Copies on request Website	Postage if required Cost of copying
Safeguarding and child protection	Hard Copies on request Website	postage if required Cost of copying
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy	Postage if required Cost of copying
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard Copies on request Website	Postage if required Cost of copying
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy	Postage if required Cost of copying
<b>Class 5 – Our policies and procedures</b> (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 English government. These will include policies and procedures for handling information requests.	Hard Copies on request Website	Postage if required Cost of copying
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard Copy	Postage if required Cost of copying
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	Postage if required Cost of copying

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").		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	Hard Copies on request Website (some information may only be available by inspection)	Postage if required Cost of copying
Curriculum circulars and statutory instruments	Hard Copies on request Website	Postage if required Cost of copying
Disclosure logs	Hard Copy	Postage if required Cost of copying
Asset register	Hard Copy	Postage if required Cost of copying
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	Postage if required Cost of copying
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website	
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Hard Copies on request Website	Postage if required Cost of copying
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost incurred
	Photocopying/printing @ 10p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

## Policy Review

This document will replace the previous document and will be reviewed by the Resources Committee of the Governing Body every two years.

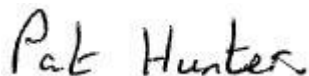
The policy was last reviewed and agreed by the Governing Body on 28<sup>th</sup> November 2019 and is due for review before 28<sup>th</sup> November 2021.



Signature \_\_\_\_\_  
Headteacher

28<sup>th</sup> November 2019

Date \_\_\_\_\_



Signature \_\_\_\_\_  
Chair of Committee

28<sup>th</sup> November 2019

Date \_\_\_\_\_