

FREEDOM OF INFORMATION

Guide to information available from
FROME COMMUNITY COLLEGE

Under the model publication
scheme

CLASS 1 – WHO WE ARE AND WHAT WE DO

(Organisational information, structures, locations and contacts)

*If documents sent by email instead of hard copy, the school will make no charge, except for items marked * for which there is a flat charge of 50p to cover collection/admin*

This will be current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Who's who in the school	HC Principal's PA / Web	40p/free
Who's who on the Governing Body and the basis of their appointment	HC Clerk to Governors / Web	40p/free
Instrument of Government *	ditto	£1
Contact details for the Headteacher and for the Governing Body (named *contact where possible with telephone number and email address (if used))	Head = Principal's PA / phone Govs = Clerk to Govs / phone	40p/free 40p/free
School prospectus	HC Principal's PA / web	£1/free
Annual Report - if published	HC Principal's PA / web	£1/free
Staffing structure	HC Principal's PA	50p
School session times and term dates	HC Principal's PA / web	40p/free

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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 and previous financial year as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Annual budget plan and financial statements *	HC Business Manager	£2
Capital funding *	HC Business Manager	£2
Additional grant funding *	HC Business Manager	£2
Pay policy	HC Clerk to Governors / web	50p/free
Staffing and grading structure *	HC Vice Principal Personnel	£2
Governors' allowances *	HC Clerk to Governors	£2

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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

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School profile: <ul style="list-style-type: none"> • School performance tables • The latest Ofsted report <ul style="list-style-type: none"> – Summary – Full report 	HC Principal's PA / online HC Vice Principal's Curriculum / online HC Principal's PA / online HC Principal's PA / web	£1 / free 40p / free 40p / free 50p / free
Performance management policy and procedures adopted by the Governing Body *	HC Clerk to Governors / web	50p / free
School development plan	HC Principal's PA /web	£2 / free
Policy and procedures related to 'every child matters'	HC Clerk to Governors / web	50p each/free

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CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)

Current and previous three years as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Admissions policy/decisions (not individual admission decisions)	HC Somerset County Council	n/a
Agendas of meetings of the Governing Body and (if held) its sub-committees	HC Clerk to Governors / -	50p each
Minutes of meetings (as above) NB: this will excluded information that is properly regarded as private to the meetings	HC Clerk to Governors / -	50p each

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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

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	HC Clerk to Governors / web	50p/ free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special Educational Needs 	HC Clerk to Governors / web	50p / free

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Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
<ul style="list-style-type: none"> • Accessibility • Race equality • Collective worship • Careers education • Pupils discipline 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	HC Clerk to Governors / web	50p / free
Charging regimes and policies FOI Model publication scheme Charging policy Lettings charges	HC Clerk to Governors / web HC Clerk to Governors / web HC Clerk to Governors / web	£1 / free 50p / free £1 / free

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CLASS 6 – LISTS AND REGISTERS

Currently maintained lists and registers only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Curriculum circulars and statutory instruments – identified by name	Available on line	n/a
Disclosure of pecuniary interests?		
Asset register	HC Business Manager	£2
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	HC Principal's PA	£2

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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

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Extra-curricular activities	HC Extra curricular coordinator	50p
Out of school clubs – see prospectus	HC Principal's PA / web	£2 / free
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters – as named	HC Principal's PA	Leaflet 40p others as requested
ADDITIONAL INFORMATION This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Contact Details:

Principal's PA

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
Disbursement Cost	Photocopying/printing @ 5p per sheet (black and white)	Actual cost * single-sided
	Photocopying/printing @ 60p per sheet (colour)	Actual cost * single-sided
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Administration	5 mins per readily available single sheet + multiples thereof

* the actual cost incurred by the public authority