



# The Castle Partnership Trust

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## Freedom of Information

Guide to information available from The Castle Partnership Trust under the Information Commissioner's Office (ICO) model publication scheme

	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Board of Directors/Local Governing Bodies and the basis of their appointment	Website	Free
Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body	Website	Free
School prospectus	Website	Free
Staffing structure	Hard copy from the school office	18p plus postage
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free



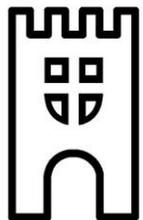
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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard copy from the school office	£1.20 plus postage
Annual company accounts and annual report	Website	Free
Procurement and contracts	Hard copy from the school office	5p/sheet plus postage
Finance Policy	Website	Free
Pay policy	Hard copy from the school office	48p plus postage
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 from the school office	5p/sheet plus postage
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 from the school office	5p/sheet plus postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy from the school office	5p/sheet plus postage



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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<ul style="list-style-type: none"><li>• Performance data supplied to the English Government</li></ul>	Website	Free
<ul style="list-style-type: none"><li>• The latest Ofsted report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li></ul>	Website	Free
<ul style="list-style-type: none"><li>• Post-inspection action plan</li></ul>	Website	Free
Performance management policy and procedures adopted by the Board of Directors	Hard copy from the school office	30p plus postage
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 from the school office	5p/sheet plus postage
Safeguarding and child protection	Website	Free



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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy	Website	Free
Admissions decisions (not individual admission decisions)	Hard copy from the school office	5p/sheet plus postage
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 from the school office	5p/sheet plus postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies: <ul style="list-style-type: none"><li>• Information security policy</li><li>• Records retention, destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	Hard copy Hard copy Website	35p plus postage 85p plus postage Free
Charging and remissions policy	Website	Free



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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Disclosure logs	Contact the school office	
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Contact the school office	
<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)		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Contact the school office	
School publications, leaflets, books and newsletters	Website	Free



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### 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 @ 1p per sheet (black & white)	Actual cost
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class