



Published Guide to Information

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who in the school	Website: www.oatlands.surrey.sch.uk/about-us/whos-who/ Hard copy: available on request – contact school	Free 10p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website: www.oatlands.surrey.sch.uk/about-us/governors/ Hard copy: available on request – contact school	Free 10p per page
Instrument of Government / Articles of Association	Website: www.oatlands.surrey.sch.uk/about-us/governors/ Hard copy: available on request – contact school	Free 10p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: www.oatlands.surrey.sch.uk/contact-us/ Hard copy: available on request – contact school	Free 10p per page
School prospectus	Hard copy: available on request – contact school	10p per page
Annual Report	Hard copy: available on request – contact school	10p per page
Staffing	Website: www.oatlands.surrey.sch.uk/about-us/whos-who/ Hard copy: available on request – contact school	Free 10p per page
School session times and term dates	Website: www.oatlands.surrey.sch.uk/parents-information/term-dates-and-calendar/	Free
	www.oatlands.surrey.sch.uk/parents-information/attending-oatlands-school/the-school-day/ Hard copy: available on request – contact school	Free 10p per page
Address of school and contact details, including email address.	Website: www.oatlands.surrey.sch.uk/contact-us/ Hard copy: available on request – contact school	Free 10p per page



Information to be published.	How the information can be obtained	Cost
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		
Annual budget plan and financial statements	Hard copy: available on request – contact school	10p per page
Capital funding	Hard copy: available on request – contact school	10p per page
Financial audit reports	Hard copy: available on request – contact school	10p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: available on request – contact school	10p per page
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: available on request – contact school	10p per page
Pay policy	Hard copy: available on request – contact school	10p per page
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: available on request – contact school	10p per page
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: available on request – contact school	10p per page
Governors’ allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy: available on request – contact school	10p per page



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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)		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report • Post-inspection action plan 	Website: www.oatlands.surrey.sch.uk/about-us/school-performance/ www.compare-school-performance.service.gov.uk/school/124994/ www.oatlands.surrey.sch.uk/about-us/ofsted/ www.oatlands.surrey.sch.uk/assets/Uploads/Oatlands-Ofsted-2010.PDF Hard copy: available on request – contact school	Free 10p per page
Appraisal policy and procedures adopted by the governing body.	Hard copy: available on request – contact school	10p per page
Performance data or a direct link to it	Website: www.oatlands.surrey.sch.uk/about-us/school-performance/ Hard copy: available on request – contact school	Free 10p per page
The school’s future plans; for example, proposals for, and any consultation on, the future of the school, such as a change in status	Website: https://www.oatlands.surrey.sch.uk/assets/Uploads/School-Development-Plan-2018-19.pdf Hard copy: available on request – contact school	Free 10p per page
Safeguarding and child protection procedures	Website: https://www.oatlands.surrey.sch.uk/assets/Uploads/Child-Protection-and-Safeguarding-Policy-2020.pdf Hard copy: available on request – contact school	Free 10p per page
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: www.oatlands.surrey.sch.uk/about-us/admissions/ Hard copy: available on request – contact school	Free 10p per page
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).	Website: www.oatlands.surrey.sch.uk/about-us/governors/ Hard copy: available on request – contact school	Free 10p per page



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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.) 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 by the English government. These will include policies and procedures for handling information requests.		
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) 	Hard copy: available on request – contact school	10p per page
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated.	Hard copy: available on request – contact school	10p per page
Class 6 – Lists and Registers (Currently maintained lists and registers only) (this does not include the attendance register). (Some information by only be available by inspection)		
Curriculum circulars and statutory instruments	Hard copy: available on request – contact school	10p per page
Disclosure logs	Hard copy: available on request – contact school	10p per page
Asset register	Hard copy: available on request – contact school	10p per page
Any information the school is currently legally required to hold in publicly available registers	Hard copy: available on request – contact school	10p per page
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) (some information may only be available by inspection)		
Extra-curricular activities	Website: www.oatlands.surrey.sch.uk/parents-information/clubs-and-activities/ Hard copy: available on request – contact school	Free 10p per page
Out of school clubs	Website: www.oatlands.surrey.sch.uk/parents-information/clubs-and-activities/ Hard copy: available on request – contact school	Free 10p per page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available on request – contact school	10p per page
School publications, leaflets, books and newsletters	Hard copy: available on request – contact school	10p per page



SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority