

FREEDOM OF INFORMATION

Guide to information available from Avalon School under the model publication scheme

January 2017
(reviewed every three years)

Who we are and what we do

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Who's who on the governing board of governors and the basis of their appointment | Website | |
| Instrument of Government/Articles of Association | Clerk to Governors | |
| Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible). | Clerk to Governors – Caroline Cheer c/o Avalon School 01458-443081 | |
| School prospectus | Website | |
| Annual Report | School office | |
| Staffing structure | Website | |
| School session times and term dates | Website | |
| Address of school and contact details, including email address. | Avalon School, Brooks Road, Street, Somerset BA16 0PS Tel: 01458-443081 Sch.610@educ.somerset.gov.uk | |

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What we spend and how we spend it

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Annual budget plan and financial statements | School Office | |
| Capital funding | School Office | |
| Financial audit reports | School Office | |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | School Office | |
| 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). | School Office | |
| Pay policy | Website | |
| 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. | School Office | |
| 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. | School Office | |
| Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors. | School office | |

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What our priorities are and how we are doing

| Information to be published. | How the information can be obtained | Cost |
|---|--|-------------|
| School profile and in all cases: <ul style="list-style-type: none">• Performance data supplied by the government, or a direct link to the data• The latest Ofsted<ul style="list-style-type: none">- Summary- Full report• Post-inspection action plan | Website | |
| Performance management policy and procedures adopted by the governing body. | Website | |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | School Office | |
| Safeguarding and child protection | Website | |

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How we make decisions

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Admissions policy/decisions (not individual admission decisions) – where applicable | Website | |
| 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). | Clerk to Governors | |

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Our policies and procedures

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| School Policies and other documents | All available on website | |
| 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) | School Office | |
| Equality and diversity policies | Website | |
| Policies and procedures for the recruitment of staff | Website | |
| Charging regimes and policies. | Website – In Finance Policy | |

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Lists and Registers

| Information to be published. | How the information can be obtained | Cost |
|---|--|-------------|
| Curriculum circulars and statutory instruments | School Office | |
| Disclosure logs | School Office | |
| Asset register | School Office | |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | School office | |

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The services we offer

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Extra-curricular activities | School Office | |
| Out of school clubs | School Office | |
| Services for which the school is entitled to recover a fee, together with those fees | School Office | |
| School publications, leaflets, books and newsletters | School Office | |
| Services for which the school is entitled to recover a fee, together with those fees | School Office | |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | School Office | |

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SCHEDULE OF CHARGES

| 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 nd class |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | | |