

Freedom of Information

Guide to information available from The Arthur Terry School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website)</p> <p>Our website is at www.arthurterry.bham.sch.uk . Full contact details are on page 9.</p>	<p>For details of costs see page 10.</p>
Who's who in the school	School website; Hard copy	Free; Actual cost
Who's who on the governing body and the basis of their appointment	School website; Hard copy	Free; Actual cost
Instrument of Government	School website; Hard copy	Free; Actual cost
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	See page 9	
School prospectus	School website; Hard copy	Free; Free
Annual Report	No longer published	
Staffing structure	School website; Hard copy	Free; Actual cost

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School session times and term dates	School website; Hard copy	Free; Free
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	(hard copy and/or website)	
Annual budget plan and financial statements	School website; Hard copy	Free; Actual cost
Capitalised funding	Not applicable	
Additional funding	School website; Hard copy	Free; Actual cost
Procurement and projects	School website; Hard copy	Free; Actual cost
Pay policy	School website; Hard copy	Free; Actual cost
Staffing and grading structure	School website; Hard copy	Free; Actual cost
Governors' allowances	School website; Hard copy	Free; Actual cost

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	School website; Hard copy	Free; Actual cost
<p>Performance management policy and procedures adopted by the governing body.</p>	School website; Hard copy	Free; Actual cost
<p>Schools future plans</p>	School website; Hard copy	Free; Actual cost
<p>Every Child Matters – policies and procedures</p>	School website; Hard copy	Free; Actual cost

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p> <p>Admission to this school is determined by the local authority admissions policy.</p>	<p>School website; Hard copy</p> <p>www.birmingham.gov.uk/schooladmissions.bcc</p>	<p>Free; Actual cost</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard copy</p>	<p>Actual cost</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy</p>	<p>Actual cost</p>

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <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 	School website; Hard copy	Free; Actual cost

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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>School website; Hard copy</p>	<p>Free; Actual cost</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>School website; Hard copy</p>	<p>Free; Actual cost</p>
<p>Charging regimes and policies.</p> <p>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.</p>	<p>School website; Hard copy</p>	<p>Free; Actual cost</p>

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Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Actual cost
Disclosure logs	Hard copy	Actual cost
Asset register	Hard copy	Actual cost
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		



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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>School website; Hard copy</p>	<p>Free; Actual cost</p>
<p>Out of school clubs</p>	<p>School website; Hard copy</p>	<p>Free; Actual cost</p>
<p>School publications</p>	<p>School website; Hard copy</p>	<p>Free; Actual cost</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>Leaflets books and newsletters</p> <ul style="list-style-type: none"> • Arthur Terry Times 	<p>School website; Hard copy</p>	<p>Free; Free</p>

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Data Protection Officer
The Arthur Terry School
Kittoe Road
Sutton Coldfield
B74 4RZ

Telephone: 0121 323 2221

Email: enquiry@arthurterry.bham.sch.uk

Website: www.arthurterry.bham.sch.uk

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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 @ 2p 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 (quote the actual statute)
Other		
	Where a large amount of work is entailed in the extraction or collation of information, or where overtime is required (e.g. during school holidays) the school may charge for administrative costs.	Actual cost

