

Freedom of Information: Guide to information available from Holy Trinity C of E Primary School under the model publication scheme

The school website address is www.holytrinity.merton.sch.uk. Printed copies of website pages are available on request. Printing charges will be made in accordance with our schedule of charges

Information to be published	How the information can be obtained	Cost
Class I - Who we are and what we do (Organisational information, structures, locations and contacts – current information only)		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website – further information available as hard copy on request to Headteacher	Free (Printing charge per copy for additional information)
Instrument of Government / Articles of Association	Hard copy available on request to Headteacher	Printing charge per copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus	Website acts as prospectus	Free

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Governors Annual Report	Hard copy available on request to Headteacher	Printing charge per copy
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

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 to Headteacher	Printing charge per copy
Capital funding	Hard copy available on request to Headteacher	Printing charge per copy

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Financial audit reports	Hard copy available on request to Headteacher	Printing charge per copy
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 to Headteacher	Printing charge per copy
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 to Headteacher	Printing charge per copy
Pay policy	Hard copy available on request to Headteacher	Printing charge per copy
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 to Headteacher	Printing charge per copy
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 to Headteacher	Printing charge per copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy available on request to Headteacher	Printing charge per copy

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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)		
Performance data		
The latest Ofsted report - Summary - Full report	Website	Free
The latest SIAMS report	Hard copy available on request to Headteacher	Printing charge per copy
Performance management policy and procedures adopted by the governing body	Hard copy available on request to Headteacher	Printing charge per copy
Performance data or a direct link to it	Website	Free
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 available on request to Headteacher	Printing charge per copy
Safeguarding and Child Protection Policy	Website	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)		
Admissions policy/decisions (not individual admission decisions)	Website – further information available as hard copy on request to Headteacher	Free (Printing charge per copy for additional information)
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) Committee terms of reference	Hard copy available on request to Headteacher	Printing charge per copy

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies available on our website: <ul style="list-style-type: none"> After School Club Bookings and Admissions Policy 	Website	Free

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<ul style="list-style-type: none"> • After School Club Behaviour and Discipline Policy • Admissions Policy • Anti-Bullying Policy • Attendance Policy • Behaviour Policy • Charging and Remissions Policy • Complaints Policy • EYFS Policy • Equality Policy • Freedom of Information Policy • Health and Safety Policy • Home School Agreement • Homework Policy • Kindness and Respect Policy • Late Collection Policy • Lettings Policy • Marking Policy • Online Safety Policy • Packed Lunch Guidance Leaflet • Physical Activity Policy • PHSE Policy • Pupil Premium Policy • Safe Use of Cameras and Images Policy 		
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<ul style="list-style-type: none"> • Safeguarding and Child Protection Policy • Sex Education and Relationship Policy • Special Educational Needs and Disabilities Policy • Teaching and Learning Policy • Whistleblowing Policy 		
<p>Additional policies available in hard copy on request:</p> <ul style="list-style-type: none"> • Anti-Bribery Policy • Appraising Teacher performance (Teacher Appraisal) • Attendance Policy (Pupils) • Bank Card Policy • Capability Procedures (Staff Capability Policy and Procedures) • Critical Incident Plan (part confidential) • Critical Incident Policy • Data Privacy Notice for Parents • Data Privacy Notice for Pupils • Data Privacy Notice for Staff • Data Protection Policy • Disciplinary Policy for Staff in Schools • Financial Terms of Reference • Governors Allowances (Schemes for Paying) • Governors Code of Conduct 	<p>Hard copy available on request to Headteacher</p>	<p>Printing charge per copy</p>

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<ul style="list-style-type: none"> • Healthy Eating and Nutrition Policy • Instrument of Government • iPad Acceptable Use Policy • Job Share Policy & Part-time Working Policy • Looked-After (and Previously Looked-After) children policy • Managing Attendance Policy (Staff) • Pay Policy (Teachers' Pay) • Redundancy Policy • School Financial Values Standard (SFVS) • Special Leave Policy • Staff Grievance Procedures • Staff Handbook (incorporating Staff Code of Conduct) • Staff Health & Wellbeing Policy • Statement of Procedures for Dealing with Allegations of Abuse Against Staff • Supporting Children with Medical Conditions in School 		
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Class 6 – Lists and Registers Currently maintained lists and registers only - this does not include the attendance register)		
Curriculum circulars and statutory instruments	Available by inspection – contact Headteacher to request	
Disclosure logs	Available by inspection – contact Headteacher to request	
Asset register	Hard copy available on request to Headteacher	Printing charge per copy
Any information the school is currently legally required to hold in publicly available registers	Available by inspection – contact Headteacher to request	

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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)		
Extra-curricular activities / out of school clubs	Hard copy available on request to Headteacher	Printing charge per copy
After School Club	Website	Free
Lettings Policy	Website	Free
Lettings rates charged	Hard copy available on request to Headteacher	Printing charge per copy
School newsletter	Website	Free

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Additional Information		
For further information please contact the Headteacher: headteacher@holytrinity.merton.sch.uk 020 8542 1591		

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost* (rounded up to nearest penny)
Disbursement cost	Photocopying/printing @ 2p per sheet (colour)	Actual cost* (rounded up to nearest penny)
Disbursement cost	Postage	Actual cost* of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority