

Freedom of Information

Guide to information available under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	Website (School Life/Key Contacts) Website (School Life/Pastoral)
Who's who on the governing body and the basis of their appointment	Website (School Life/Governors) Available on request from Clerk to Governors
Instrument of Government	Available on request from Clerk to Governors
Contact details for the Headteacher (named contacts where possible with telephone number and email address)	Website (Contact Us for school address and telephone nos) Website (School Life/Key Contacts – for name of Head)
School prospectus	Website (Admissions)
Staffing structure	Available on request from Headteacher's PA
School session times and term dates	Website (School Life/Calendar)
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	Available on request from Finance Manager
Capitalised funding	Available on request from Finance Manager
Additional funding	Available on request from Finance Manager
Procurement and projects	Available on request from School Business Manager
Pay policy	Available on request from School Business Manager
Staffing and grading structure	Available on request from School Business Manager
Governors' allowances	Available on request from Clerk to Governors

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 management policy and procedures adopted by the Governing Body.	Available on request from School Business Manager
School Profile <ul style="list-style-type: none"> The latest OFSTED inspectorate report The latest SIAMS report (Statutory Inspection for Anglican and Methodist Schools) 	Website (Home page) – Parents and Carers Website (Home page) – Parents and Carers
School's future plans	Available on request from School Business Manager
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 (Admissions and Sixth Form/Applying to Us)
Agendas of meetings of the governing body and (if held) its sub-committees	Available on request from Clerk to Governors
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meetings.	Available on request from Clerk to Governors
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety Complaints procedure Staff Disciplinary Procedure Information request handling policy Equality Policy 	Website (School Life/Policies) – Charging and Remissions Available on request from School Business Manager Website (School Life/Policies) – Complaints Available on request from School Business Manager Available on request from School Business Manager Website (School Life/Policies) – Equality
Pupil and curriculum policies, including: <ul style="list-style-type: none"> ALIVE Accord (Home-school agreement) Curriculum Policy 	Website (School Life/Parents/Carers) – Parents'/Carers' Information Handbook Website (School Life/Policies) – Curriculum

Sex and Relationships Policy SEN information Report Accessibility Plan – Disability Discrimination Act (DDA) Plan Collective Worship Policy Careers Education Behaviour Policy Supporting Student with Medical Conditions	Website (School Life/Policies) – Sex and Relationships Website (School Life/Policies) – SEN information Report Available on request from School Business Manager Website (School Life/Policies) – Collective Worship Website (School Life) – Post 16 options Website (School Life/Policies) – Behaviour Policy Website (School Life/Policies) – Supporting Student with Medical Conditions
Records management and personal data policies, including: Records retention destruction and archive policies Data protection statement	Available on request from School Business Manager Website (School Life/Parents/Carers) – Privacy Notice
Class 6 – Lists and Registers Currently maintained lists and registers only	
Statutory instruments	Restricted information
Asset Management Plan	Available on request from School Business Manager
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	
Lettings & Hiring	Available on request from School Business Manager
Extra-curricular activities	Website (School Life/Clubs/Activities) Website (Sixth Form/Study and Volunteering Links)
Out of school clubs	Website (School Life/Clubs/Activities)
School publications	Website (What's Happening)
Leaflets books and newsletters	Website (What's Happening)

Contact details: St Mary Redcliffe & Temple School, Somerset Square, Bristol, BS1 6RT
Tel: 0117 377 2100. enquiries@smrt.bristol.sch.uk www.smrt.bristol.sch.uk

Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement Cost	Photocopying/Printing @ 10p per sheet (black and white)	Actual Cost - Print, paper and labour costs
	Photocopying/Printing @ 20p per sheet (colour)	Actual Cost - Print, paper and labour costs
	Postage	Actual Cost of Royal Mail Standard 2 nd Class