

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	
Instrument of Government (or Articles of Associations for Academies – not applicable to St Mary Redcliffe and Temple School)	Available on request from Clerk to Governors
School prospectus and curriculum (the contents of the school prospectus (if any). An outline of the school curriculum.)	Prospectus – Website (Admissions) Curriculum – Deputy Head (Learning and Achievement) / Assistant Head (Sixth Form)
Governing body – who’s who on the Governing Body and the basis of their appointment	Website (School Life/Governors) Available on request from Clerk to Governors
Information about and duties of the Governors (make available the names of the Governors, and the basis on which they have been appointed, along with details of how to contact them via the school)	Available on request from Clerk to Governors
Gender pay gap reporting (only applies to organisations with 250 or more staff)	Not applicable
School session times and term dates (provide details of school session times and dates of school terms and holidays)	Website (School Life/Calendar)
Location and contact information (provide the address, telephone number, email and website address for the school, together with the names of key personnel. Provide also the names and positions of all staff, and how they may be contacted via the school)	Website (Contact Us for school address and telephone no) Website (School Life/Key Contacts – for name of Head) Website (School Life/Key Contacts) Website (School Life/Pastoral)
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; make available the financial information for the current and previous two financial years)	
Annual budget plan and financial statements (provide details of the sources of funding and income you receive by a local authority, directly by central	Available on request from Finance Manager

government or from elsewhere, including the private sector, together with the annual budget plan and your annual income and expenditure returns)	
Expenditures (provide details of items of expenditure over £5,000, including costs, supplier and transaction information. Publish this at least annually or, if practical for you to do so, on a quarterly or six-monthly interval)	Available on request from Finance Manager
Capital funding (provide information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts)	Available on request from Finance Manager
Financial audit reports	Available on request from Finance Manager
Procurement and contracts (provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.	Available on request from Finance Manager
Staff allowances and expenses (provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation)	Available on request from Finance Manager
Staff pay and grading structures (you can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range)	Available on request from Finance Manager
Governors' allowances (provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual Governors)	Available on request from Clerk to Governors / Finance Manager
Premiums or other forms of financial support available (provide details of any Pupil Premium funding you receive and how you spend it)	Available on request from Finance Manager
TU facility time reporting (read the Government guidance on reporting trade union facility time to find out what information you need to publish. You need to publish this information once a year)	Available on request from Finance Manager

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>As a minimum, information in this class to be current information only. Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that)</p>	
Performance data supplied to the Government	Available on request from Deputy Head (Learning and Achievement) / Assistant Head (Sixth Form)
Latest OFSTED and SIAMS (Church) Report	Website (Ofsted Report 2015.pdf (smrt.bristol.sch.uk)) SIAMS report
Performance management information (the Performance Management Policy and Procedures adopted by your Governing Body)	Available on request from Deputy Head (Learning and Achievement)
Future plans (any major proposals on future plans involving, for example a consultation on a change in school status)	Available on request from School Business Manager
Exam and assessment results	Deputy Head (Learning and Achievement) / Assistant Head (Sixth Form)
Performance tables (include a link to your performance tables page)	Website
Data protection impact assessments (in full or summary format) or any other impact assessments (e.g. Health and Safety impact assessments, Equality impact assessments), as appropriate and relevant	Available on request from School Business Manager
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Make information in this class available for at least the current and previous three years</p>	
Admissions Policy/decisions (provide details about your Admission arrangements and procedures, together with information about the right of appeal. You do not have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If you are not your own Admissions Authority, provide an appropriate link to the Local Authority	Website (Admissions and Sixth Form/Applying to Us)
Minutes of meetings of the Governing Body and its Committees (publish the Minutes, Agendas and Papers considered at such meetings, unless an exemption applies to the information or parts of it)	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)

Information in this class to be current only

<p>School Policies and other documents (include Policies such as Behaviour, Anti-bullying, e-Safety, Special Educational Needs Policies. As a minimum, include Policies, Procedures and documents that you are required to have by statute, by your funding agreement or equivalent. Include the required Policies recommended by the Department for Education, as well as Policies and Procedures for handling requests for information and operating the publication scheme)</p> <ul style="list-style-type: none"> Behaviour Policy Collective Worship Policy Curriculum Policy Relationships, Sex and Health Education Policy SEN information Report SMRT Covid Risk Assessment Supporting Student with Medical Condition 	<ul style="list-style-type: none"> Website (School Life/Policies) – Behaviour Policy Website (School Life/Policies) – Collective Worship Website (School Life/Policies) – Curriculum Website (School Life/Policies) – Relationships, Sex and Health Education Website (School Life/Policies) – SEN information Report Website (School Life/Policies) – SMRT Covid Risk Assessment Website (School Life/Policies) – Supporting Student with Medical Conditions
<p>Records management, personal data and access to information policies (include Information Security Policies, records retention, Destruction and Archive Policies and Data Protection (including data sharing and CCTV usage) Policies)</p>	<p>Available on request from School Business Manager Website (School Life/Parents/Carers) – Privacy Notice</p>
<p>Equality and Diversity (include Policies, Schemes, Statements, Procedures and Guidelines relating to your commitment to the promotion and advancement of Equal Opportunities, including details of your compliance with the public sector equality duty)</p>	<p>Website (School Life/Policies) – Equality</p>
<p>Safeguarding and Child Protection (include the Policies and Procedures you put in place to ensure that you exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State)</p>	<p>Website (School Life/Policies) – Safeguarding and Child Protection</p>
<p>Pay Policy (the statement of the Pay Policy and Procedures regarding teachers' pay)</p>	<p>Available on request from School Business Manager</p>
<p>Health and Safety</p>	<p>Available on request from School Business Manager</p>

Policies and Procedures for Human Resources and the recruitment of staff (make details of current vacancies readily available, if they are advertised as part of recruitment policies)	Available on request from School Business Manager/HR Manager
Careers Programme information	Website (School Life/Policies) – Provider Access
Complaints Procedures, including for dealing with parental complaints	Website (School Life/Policies) – Complaints
Charging Regimes and Policies (provide details of any statutory charging regimes, including charging for school activities. Include charging Policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them, and how they are calculated. If you charge a fee for licensing the re-use of datasets, state in your guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the Open Government Licence)	Website (School Life/Policies) – Charging and Remissions Available on request from School Business Manager
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Curriculum circulars and statutory Instruments (statutory Instruments (for example regulations), Departmental circulars and administrative memoranda sent to the Headteacher or Governing Body concerning the curriculum)	Restricted information
CCTV (details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. You should decide on the level of detail which is appropriate. This could be by building or more general geographic locations, e.g. postcodes or partial postcodes, depending on the security issues raised)	Available on request from School Business Manager
Disclosure logs (if you produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice)	Available on request from School Business Manager
Asset Register (make available some information from capital asset registers, if you hold such registers)	Available on request from School Business Manager
Any information you are currently legally required to hold in publicly available registers	Not applicable

Class 7 – The services we offer

(Information about the services the school provides including leaflets, guidance and newsletters)

Current information only

Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services you could include here are

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)
Services for which the school is entitled to recover a fee, together with those fees	Available on request from School Business Manager
Leaflets books and newsletters	Website (What's Happening)
Lettings and Hiring	Available on request from School Business Manager

Contact details: St Mary Redcliffe and Temple School, Somerset Square, Bristol, BS1 6RT

Tel: 0117 377 2100

Email: enquiries@smrt.bristol.sch.uk

Website: 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