

Freedom of Information

Guide to information available from Medina House School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do	Hard copy of school prospectus or school website www.medinahouseschool.co.uk	Free
Who’s who in the school	Hard copy of school prospectus or school website	Free
Who’s who on the governing body and the basis of their appointment	Hard copy of school prospectus or school website	Free
Instrument of Government / Articles of Association	By request – School Office	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Headteacher-Julie Stewart Contact via School Office All governors can be contacted via school office or via the Clerk to the Governors	Free
School prospectus	School Office or school website	Free
Annual Report (if any)	By request – School Office	Free

Freedom of Information

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Staffing structure	Hard copy of school prospectus or school website	Free
School session times and term dates	Hard copy of school prospectus or school website	Free
Address of school and contact details, including email address.	Hard copy of school prospectus or school website	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 on request	10p per sheet
Annual budget plan and financial statements	School office (to view)	Free
Capital funding	School office (to view)	Free
Financial audit reports	School office (to view)	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on request	Free
Procurement and contracts the school has entered into	Meet with SBM to discuss	Free
Pay policy	School website	Free

Freedom of Information

Guide to information available from Medina House School under the model publication scheme

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.	Meet with SBM to discuss	Free
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 on request	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School website	Free
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	Hard copy on request or SEF on website	10p per sheet

Freedom of Information

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<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>LA Website-iwight.com</p> <p>OFSTED website Or School Website</p> <p>Hard copy</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>School website</p>	<p>Free</p>
<p>Performance data or a direct link to it</p>	<p>Available on request by Headteacher</p>	<p>Free</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Meet with Headteacher to discuss</p>	<p>Free</p>
<p>Safeguarding and child protection</p>	<p>School website</p>	<p>Free</p>

Freedom of Information

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	<p>Governors minutes- School Office to view</p>	<p>Free</p>
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>LA website-iwight.com – school website for link</p>	<p>Free</p>
<p>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).</p>	<p>School office to view Hard copy on request</p>	<p>Free 10p per sheet</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, by the English government. These will include policies and procedures for handling information requests.</p>	<p>Hard copy on request School website</p>	<p>10p per sheet Free</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 office to view Hard copy on request School website</p>	<p>Free 10p per sheet Free</p>

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<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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>School office to view</p> <p>Hard copy on request</p> <p>School website</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Meet with Headteacher to discuss request</p>	<p>Free</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Meet with Headteacher to discuss request</p>	<p>Free</p>
<p>Disclosure logs</p>	<p>Meet with Headteacher to discuss request</p>	<p>Free</p>
<p>Asset register</p>	<p>Meet with SBM discuss request</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Meet with Headteacher to discuss request</p>	<p>Free</p>

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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)	(hard copy or website; some information may only be available by inspection)	
Current information only	Website, Prospectus, newsletter, via letters	Free
Extra-curricular activities	Website, Prospectus, newsletter, via letters	Free
Out of school clubs	Website, Prospectus, newsletter, via letters	Free
Services for which the school is entitled to recover a fee, together with those fees	Website, Prospectus, newsletter, via letters	Free
School publications, leaflets, books and newsletters	Website, hard copy	Free

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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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p 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)

* the actual cost incurred by the public authority