

Freedom of Information

Guide to information available from Aylsham Learning Federation 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>http://www.burevalley school.org.uk/#</p> | |
| <p>Instrument of Government</p> | <p>http://www.burevalleyschool.org.uk/welcome/governance/</p> | <p>10p per sheet</p> |
| <p>School staff – Names of key personnel, specific to each school</p> | <p>http://www.burevalleyschool.org.uk/welcome/staff/</p> | <p>10p per sheet</p> |
| <p>Who's who on the governing body / board of governors and the basis of their appointment</p> | <p>http://www.burevalleyschool.org.uk/welcome/governance/</p> | <p>10p per sheet</p> |

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| Contact details for the Executive Headteacher and or Head of School and for the governing body, via the school (named contacts where possible). | http://www.burevalleyschool.org.uk/contact-us/ http://www.burevalleyschool.org.uk/welcome/governance/ | 10p per sheet |
| School prospectus | http://www.burevalleyschool.org.uk/welcome/prospectus/ | Free |
| Staffing structure | Hard copy on request | 10p per sheet |
| School session times and term dates | http://www.burevalleyschool.org.uk/our-school/attendance-punctuality/ http://www.burevalleyschool.org.uk/parents/carers/term-dates/ | 10p per sheet |
| Address of school and contact details, including email address. | http://www.burevalleyschool.org.uk/contact-us/ | Free |

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| <p>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)</p> <p>Current and previous financial year as a minimum</p> | <p>http://www.burevalley.school.org.uk/our-school/pupil-premium/</p> <p>http://www.burevalley.school.org.uk/our-school/sports-premium/</p> | |
| Annual budget plan and financial statements | Hard copy or electronic copy on request | 10p per sheet |
| Capital funding | Hard copy or electronic copy on request | 10p per sheet |
| Financial audit reports (where applicable) | Hard copy or electronic copy on request | 10p per sheet |
| Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. | Hard copy on request | 10p per sheet |
| Pay policy | Hard copy or electronic | 10p per sheet |

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| | copy on request | |
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| Staff 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 on request | 10p per sheet |
| 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. | Hard copy on request | 10p per sheet |

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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> | <p>http://www.burevalley.school.org.uk/</p> | |
| <p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan (where applicable) | <p>Hard copy</p> <p>http://www.burevalley.school.org.uk/our-school/ofsted-report/#</p> <p>Hard copy on request</p> | <p>10p per sheet</p> <p>10p per sheet</p> <p>10p per sheet</p> |

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| Performance development policy and procedures adopted by the governing board. | Hard copy or electronic copy on request | 10p per sheet |
| The federation and or school's future plans; for example, proposals for and any consultation on the future of the federation or school, such as a change in status | Hard copy | 10p per sheet |
| Safeguarding and child protection | http://www.burevalley school.org.uk/our-school/safeguarding/ | 10p per sheet |
| Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum | http://www.burevalley school.org.uk/our-school/policies/# | |
| Admissions policy/decisions (not individual admission decisions) – where applicable | http://www.burevalley school.org.uk/our- | 10p per sheet |

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| | school/admissions/ http://www.burevalleyschool.org.uk/our-school/policies/ | |
| Agendas and minutes of meetings of the governing board and its committees. (this will exclude information that is properly regarded as private to the meetings). | Hard copy or electronic copy on request | 10p per sheet |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. | http://www.burevalleyschool.org.uk/our-school/policies/# | |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • ICT user policies • Data protection (including information sharing policies) | http://www.burevalleyschool.org.uk/our-school/policies/# | 10p per sheet |

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| Charging regimes and policies. | http://www.burevalleyschool.org.uk/our-school/policies/# | 10p per sheet |
| Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register). | hard copy; some information may only be available by inspection | |
| Curriculum circulars and statutory instruments | Hard copy or electronic copy on request | 10p per sheet |
| Disclosure logs | Hard copy on request | 10p per sheet |
| Asset register | Hard copy on request | 10p per sheet |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy on request | 10p per sheet |
| Class 7 – The services we offer Information about the services we offer, including leaflets, guidance | http://www.burevalley-school.org.uk/aylsham-sports-hub/ | |

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| and newsletters produced for the public and businesses Current information only | http://www.burevalley school.org.uk/category/news/newsletters/ | |
| Extra-curricular activities | http://www.burevalleyschool.org.uk/parents/carers/school-clubs/ | 10p per sheet |
| Out of school clubs | http://www.burevalleyschool.org.uk/notice-board/ | 10p per sheet |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy on request | 10p per sheet |
| Federation/School publications, leaflets, books and newsletters | http://www.burevalleyschool.org.uk/community/aylsham-cluster-trust/ | 10p per sheet |

Confirmed by the governing board of Aylsham Learning Federation



Information Commissioner's Office

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Signature of Chair..... Date: 27.04.21

Date of Review: 27.04.22

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