

## Freedom of Information

### Guide to information available from Aylsham Learning Federation under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p><a href="http://www.johngaunt.norfolk.sch.uk/#">http://www.johngaunt.norfolk.sch.uk/#</a></p>	
<p>Instrument of Government</p>	<p>hard copy and/or <a href="http://www.johngaunt.norfolk.sch.uk/welcome/governing-body/">http://www.johngaunt.norfolk.sch.uk/welcome/governing-body/</a></p>	<p>10p per sheet</p>
<p>School staff – Names of key personnel, specific to each school</p>	<p>hard copy and/or <a href="http://www.johngaunt.norfolk.sch.uk/welcome/staff/">http://www.johngaunt.norfolk.sch.uk/welcome/staff/</a></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>hard copy and/or <a href="http://www.johngaunt.norfolk.sch.uk/welcome/staff/">http://www.johngaunt.norfolk.sch.uk/welcome/staff/</a></p>	<p>10p per sheet</p>

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	<a href="http://orfolk.sch.uk/welcome/governing-body/">orfolk.sch.uk/welcome/governing-body/</a>	
Contact details for the Executive Headteacher and or Head of School and for the governing body, via the school (named contacts where possible).	hard copy and/or <a href="http://www.johngaunt.norfolk.sch.uk/contact-us/">http://www.johngaunt.norfolk.sch.uk/contact-us/</a>	10p per sheet
School prospectus	Hard copy or electronic copy and or <a href="http://www.johngaunt.norfolk.sch.uk/welcome/prospectus/">http://www.johngaunt.norfolk.sch.uk/welcome/prospectus/</a>	Free
Staffing structure	Hard copy on request	10p per sheet
School session times and term dates	Hard copy and or <a href="http://www.johngaunt.norfolk.sch.uk/parentscares/term-dates/">http://www.johngaunt.norfolk.sch.uk/parentscares/term-dates/</a> <a href="http://www.johngaunt.norfolk.sch.uk/our-school/attendance-punctuality/">http://www.johngaunt.norfolk.sch.uk/our-school/attendance-punctuality/</a>	10p per sheet
Address of school and contact details, including email address.	Hard copy and or	Free

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	<a href="http://www.johngaunt.norfolk.sch.uk/contact-us/">http://www.johngaunt.norfolk.sch.uk/contact-us/</a>	
<p><b>Class 2 – What we spend and how we spend it</b> (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>	hard copy or electronic copy (where applicable) on request	
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	
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
<p><b>Class 3 – What our priorities are and how we are doing<sup>1</sup></b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p>	hard copy or electronic copy (where applicable) and or <a href="http://www.johngaunt">http://www.johngaunt</a> .	

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<p>Current information as a minimum</p>	<p><a href="http://norfolk.sch.uk/our-school/ofsted-report/">norfolk.sch.uk/our-school/ofsted-report/</a></p> <p><a href="http://www.johngaunt.norfolk.sch.uk/welcome/framework-for-excellence/">http://www.johngaunt.norfolk.sch.uk/welcome/framework-for-excellence/</a></p> <p><a href="http://www.johngaunt.norfolk.sch.uk/welcome/prospectus/">http://www.johngaunt.norfolk.sch.uk/welcome/prospectus/</a></p>	
<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report - Summary</li> </ul>	<p>Hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/our-school/attainment/">http://www.johngaunt.norfolk.sch.uk/our-school/attainment/</a></p> <p>Hard copy or</p>	<p>10p per sheet</p> <p>10p per sheet</p>

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<p>- Full report</p> <ul style="list-style-type: none"> <li>• Post-inspection action plan (where applicable)</li> </ul>	<p><a href="http://www.johngaunt.norfolk.sch.uk/our-school/ofsted-report/">http://www.johngaunt.norfolk.sch.uk/our-school/ofsted-report/</a></p> <p>Hard copy on request</p>	<p>10p per sheet</p>
<p>Performance development policy and procedures adopted by the governing board.</p>	<p>Hard copy or electronic copy on request</p>	<p>10p per sheet</p>
<p>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</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Safeguarding and child protection</p>	<p>Hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/our-school/safeguarding/">http://www.johngaunt.norfolk.sch.uk/our-school/safeguarding/</a></p>	<p>10p per sheet</p>
<p><b>Class 4 – How we make decisions</b> Decision making processes and records of decisions</p>	<p>hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/">http://www.johngaunt.norfolk.sch.uk/</a></p>	

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Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/our-school/policies/">http://www.johngaunt.norfolk.sch.uk/our-school/policies/</a>	10p per sheet
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
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only.	hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/our-school/policies/">http://www.johngaunt.norfolk.sch.uk/our-school/policies/</a>	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• ICT user policies</li> </ul>	Hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/our-">http://www.johngaunt.norfolk.sch.uk/our-</a>	10p per sheet

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<ul style="list-style-type: none"> <li>Data protection (including information sharing policies)</li> </ul>	<a href="#">school/policies/</a>	
Charging regimes and policies.	Hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/our-school/policies/">http://www.johngaunt.norfolk.sch.uk/our-school/policies/</a>	10p per sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	hard copy or website; 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
<p><b>Class 7 – The services we offer</b></p>	hard copy or	



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<p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>	<p><a href="http://www.johngaunt.norfolk.sch.uk/community/aylsham-cluster-trust/">http://www.johngaunt.norfolk.sch.uk/community/aylsham-cluster-trust/</a>  <a href="http://www.johngaunt.norfolk.sch.uk/community/community-links/">http://www.johngaunt.norfolk.sch.uk/community/community-links/</a>  ; some information may only be available by inspection</p>	
<p>Extra-curricular activities</p>	<p>Hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/parentscares/school-clubs/">http://www.johngaunt.norfolk.sch.uk/parentscares/school-clubs/</a></p>	<p>10p per sheet</p>
<p>Out of school clubs</p>	<p>Hard copy or <a href="http://www.johngaunt.norfolk.sch.uk/parentscares/breakfast-and-tea-club/">http://www.johngaunt.norfolk.sch.uk/parentscares/breakfast-and-tea-club/</a>  <a href="http://www.johngaunt.norfolk.sch.uk/parentscares/breakfast-and-tea-club/">http://www.johngaunt.norfolk.sch.uk/parentscares/breakfast-and-tea-club/</a></p>	<p>10p per sheet</p>

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	<a href="http://orfolk.sch.uk/parentscares/school-clubs/">orfolk.sch.uk/parentscares/school-clubs/</a>	
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	Hard copy or website	10p per sheet

**Confirmed by the governing board of Aylsham Learning Federation**

**Signature of Chair..... Date: 27.04.21**

**Date of Review: 27.04.22**

**Where a document is not available on the website and can be given electronically, no charge will be made.**