

Freedom of Information

Guide to information available from Reffley Academy under the model publication scheme

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts)		
Who's who in the school	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
Who's who on the local governing body / board of directors and the basis of their appointment	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
Instrument of Government / Articles of Association	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school.	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
Annual Report	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page

Staffing structure	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
School session times and term dates	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
Address of school and contact details, including email address.	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
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	Hard copy available upon request from Ad Meliora Academy Trust	5p per page
Financial statements	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from Ad Meliora Academy Trust	Free 5p per page
Capital funding	Hard copy available upon request from Ad Meliora Academy Trust	5p per page
Financial audit reports	Hard copy available upon request from Ad Meliora Academy Trust	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy available upon request from Ad Meliora Academy Trust	5p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy available upon request from Ad Meliora Academy Trust	5p per page

Pay policy	Hard copy available upon request from school	5p per page
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.	Hard copy available upon request from Ad Meliora Academy Trust	5p per page
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 available upon request from Ad Meliora Academy Trust	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy available upon request from Ad Meliora Academy Trust	5p per page
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		
And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted Inspectorate report • Post-inspection action plan 	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school Hard copy available upon request from school	Free 5p per page Free 5p per page 5p per page
Performance management policy and procedures adopted by the governing body.	Hard copy available upon request from school	5p per page

Performance data or a direct link to it	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy available upon request from school	5p per page
Safeguarding and child protection	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
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) – where applicable	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
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).	Hard copy available upon request from school	5p per page
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 by the English government. These will include policies and procedures for handling information requests.		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies 	Hard copy available upon request from school	5p per page

<ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 		
<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>Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school</p>	<p>Free</p> <p>5p per page</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy available upon request from school</p>	<p>5p per page</p>
<p>Disclosure logs</p>	<p>Inspection only</p>	<p>Free</p>
<p>Asset register</p>	<p>Inspection only</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only</p>	<p>Free</p>
<p>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</p>		

Extra-curricular activities	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
Out of school clubs	Website https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available upon request from school	5p per page
School publications, leaflets, books and newsletters	Website for some https://www.reffley.norfolk.sch.uk Hard copy available upon request from school	Free 5p per page

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 @ p per sheet (black & white)	5 p per page
	Photocopying/printing @ p per sheet (colour)	Not available
	Postage: 66p to £1.99 depending on size/weight as per April 2021	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		Not applicable