

Freedom of Information

Guide to information available from Colchester County High School for Girls*

*CCHSG is now part of Alpha Trust therefore some information/policies may be published on Alpha Trust website
www.alphamat.org

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(Hard copy and/or Website)	
Who's who in the school	Website www.cchsg.com Hard copy	Free Disbursement*
Who's who on the governing body and the basis of their appointment	Hard copy	Disbursement*
Instrument of Government	Hard copy	Disbursement*
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website www.cchsg.com Hard copy	Free Disbursement*
School prospectus	Website www.cchsg.com Hard copy	Free Free
Governors' Annual Report and Accounts	Website www.cchsg.com Hard copy	Free Disbursement*
Staffing structure	Hard copy	Disbursement*
School session times and term dates	Website www.cchsg.com Hard copy	Free 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 and/or Website)	
Governors' Annual Report and Accounts (including financial statements)	Website www.cchsg.com Hard copy	Free Disbursement*
Annual budget plan	Hard copy	Disbursement*

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Capitalised funding	Hard copy	Disbursement*
Additional funding	Hard copy	Disbursement*
Procurement and projects	Hard copy	Disbursement*
Pay policy	Hard copy	Disbursement*
Staffing and grading structure	Hard copy	Disbursement*
Governors' allowances (NB. Governors are not paid allowances, they are only reimbursed for expenses actually incurred in the course of their duties)	N/A	N/A
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 and/or Website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website www.cchsg.com Hard copy	Free Disbursement*
Performance management policy and procedures adopted by the governing body.	Hard copy	Disbursement*
Schools future plans	Hard copy	Disbursement*
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(Hard copy or Website)	
Admissions policy/decisions (not individual admission decisions)	Website www.cchsg.com Hard copy	Free Disbursement*
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	Disbursement*

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Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Hard copy	Disbursement*
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy and/or Website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Some available on Website www.cchsg.com Hard copy	Free Disbursement*
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Some available on Website www.cchsg.com Hard copy	Free Disbursement*
Records management and personal data policies, including:	Hard copy	Disbursement*

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<ul style="list-style-type: none"> Information security policies Records retention destruction and archive policies Data protection (including information sharing policies) 		
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy and/or Website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website www.cchsg.com	Free
Disclosure logs	Hard copy	Disbursement*
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	Disbursement*
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	(Hard copy and/or Website; some information may only be available by inspection)	
Extra-curricular activities	Website www.cchsg.com Hard copy	Free Disbursement*
Out of school clubs	Website www.cchsg.com Hard copy	Free Disbursement*
School publications	Website www.cchsg.com Hard copy	Free Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Disbursement*
Leaflets books and newsletters	Hard copy	Generally Free; Disbursement* in

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		some cases
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
None		

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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 @15p per sheet (black & white)	Actual cost †
	Photocopying/printing @ 25p per sheet (colour)	Actual cost †
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		N/A

† the actual cost incurred by the Academy