| Information | How the information can be obtained | Cost |
|---|---|---|
| **Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)** | | |
| Who's who in the school | Website: https://www.higher-failsworth.oldham.sch.uk/staff-list/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| Who's who on the governing body and the basis of their appointment | Website: https://www.higher-failsworth.oldham.sch.uk/staff-list/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| Instrument of Government / Articles of Association | Website: https://www.higher-failsworth.oldham.sch.uk/school-governors/ | Free |
| | | 5p per page |
| | Hard copy: available upon request - contact school office | |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website: https://www.higher-failsworth.oldham.sch.uk/contact-us/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| Staffing structure | Website: https://www.higher-failsworth.oldham.sch.uk/staff-list/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| School session times and term dates | Website: https://www.higher-failsworth.oldham.sch.uk/dates-of-term/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| Address of school and contact details, including email address | Website: https://www.higher-failsworth.oldham.sch.uk/contact-us/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| **Class two: 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 and financial statements | Hard copy: available upon request - contact school office | Free |
| | | 5p per page |
| Capital funding | Hard copy: available upon request - contact school office | Free |
| | | 5p per page |

| Information | How the information can be obtained | Cost |
|---|---|---|
| Financial audit reports | Hard copy: available upon request - contact school office | Free<br><br>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 - contact school office | Free<br><br>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 - contact school office | Free<br><br>5p per page |
| Pay policy | Hard copy: available upon request - contact school office | Free<br><br>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 - contact school office | Free<br><br>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 - contact school office | Free<br><br>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 - contact school office | Free<br><br>5p per page |
| **Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)** | | |
| School profile (if any) And in all cases: • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report • post-inspection action plan | Website: https://www.higher-failsworth.oldham.sch.uk/school-results-and-ofsted/<br><br>Hard copy: available upon request - contact school office | Free<br><br>5p per page |
| Performance management policy and procedures adopted by the governing body | Hard copy: available upon request - contact school office | Free<br><br>5p per page |
| Performance data or a direct link to it | Website: https://www.higher-failsworth.oldham.sch.uk/school-results-and-ofsted/<br><br>Hard copy: available upon request - contact school office | Free<br><br>5p per page |

| Information | How the information can be obtained | Cost |
|---|---|---|
| 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 - contact school office | Free<br><br>5p per page |
| Safeguarding and child protection | Website: https://www.higher-failsworth.oldham.sch.uk/safeguarding/<br><br>Hard copy: available upon request - contact school office | Free<br><br>5p per page |
| **Class four: 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) | Website: https://www.higher-failsworth.oldham.sch.uk/admissions/<br><br>Hard copy: available upon request - contact school office | Free<br><br>5p per page |
| Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings | Hard copy: available upon request - contact school office | 5p per page |
| **Class five: 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, or by the English government. These will include policies and procedures for handling information requests)** | | |
| Records management and personal data policies, including:<br>• information security policies;<br>• records retention, destruction and archive policies;<br>• data protection (including information sharing policies) | Website: https://www.higher-failsworth.oldham.sch.uk/freedom-of-information/<br><br>Hard copy: available upon request - contact school office | Free<br><br>5p per page |
| Charging regimes and policies | Website:<br><br>Hard copy: available upon request - contact school office | Free<br><br>5p per page |
| **Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)** | | |
| Curriculum circulars and statutory instruments | Website: https://www.higher-failsworth.oldham.sch.uk/charging-and-remissions/<br><br>Hard copy: available upon request - contact school office | Free<br><br>5p per page |
| Disclosure logs | Inspection only - contact school | Free |
| Asset register | Inspection only - contact school | Free |
| Any information the school is currently legally required to hold in publicly available registers | Inspection only - contact school | Free |

| Information | How the information can be obtained | Cost |
|---|---|---|
| **Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)** | | |
| Extra-curricular activities | Website: https://www.higher-failsworth.oldham.sch.uk/calendar/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| Out of school clubs | Website: https://www.higher-failsworth.oldham.sch.uk/calendar/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| Services for which the school is entitled to recover a fee, together with those fees | Website: https://www.higher-failsworth.oldham.sch.uk/charging-and-remissions/ | Free |
| | Hard copy: available upon request - contact school office | 5p per page |
| School publications, leaflets, books and newsletters | Website: https://www.higher-failsworth.oldham.sch.uk/letters-and-forms/ https://www.higher-failsworth.oldham.sch.uk/newsletters/ | Free |
| | | 5p per page |
| | Hard copy: available upon request - contact school office | |

## Schedule of Charges

| Type of Charge | Description | Basis of Charge | Charge |
|---|---|---|---|
| Disbursement costs | Photocopying/ printing @ pence per sheet (black and white) | Actual cost incurred by the school | 5p per page |
| | Postage | Actual cost incurred by the school | Current postage charges as per Royal Mail website: https://www.royalmail.com/current-postage-prices |
| Statutory Fee | In accordance with the relevant legislation | | Not applicable |