

Freedom of Information

Guide to information available from Claremont High School Academy under the publication scheme

Information to be published	How the information can be obtained	Charge
<p>Who we are and what we do</p> <p>This will be current information only</p>	<p>Website- 'Welcome' section http://www.claremont-high.org.uk/Welcome/Headteacher-s-welcome/</p>	No Charge
Performance data and Finance data- DfE	http://www.claremont-high.org.uk/Welcome/Examination-Results/	No Charge
School staff and structure – names of key personnel	Website- currently under construction	No Charge
Governing body – names and contact details of the governors and the basis of their appointment	Website: http://www.claremont-high.org.uk/Welcome/Claremont-Governing-Body/	No Charge
School session times, term dates and holidays	Website- 'Parents' http://www.claremont-high.org.uk/Parent-Zone/Term-Dates-1/ http://www.claremont-high.org.uk/Parent-Zone/School-Day/	No Charge
Location and contact information – address, telephone number and website	Website- 'Contact' http://www.claremont-high.org.uk/Contact/	No Charge
School Prospectus	Website- 'Prospectus' http://www.claremont-high.org.uk/Prospectus/CLAREMONT_PROSPECTUS_2016.pdf	No Charge
GCSE results – a link to the data on the Department for Education's website	Website- 'Welcome' Details of results and a link to DfE league table http://www.claremont-high.org.uk/Welcome/Examination-Results/	No Charge

Information to be published	How the information can be obtained	Charge
<p>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>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	Hard copy can be made available through C.Thompson	No Charge
<p>Annual budget plan</p> <p>Financial statements</p>	<p>Hard copy can be made available through C.Thompson</p> <p>Website- 'Finance' section</p>	No Charge
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Website in Financial Statements http://www.claremont-high.org.uk/Finance/	No Charge
Additional funding – Income generation schemes and other sources of funding.	Website in Financial Statements http://www.claremont-high.org.uk/Finance/	No Charge
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 can be made available through C.Thompson	No Charge
Staffing and grading structure	Follow national Policy	No Charge
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	Hard Copy	No Charge
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	N/A	No Charge

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<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	<p>Website: 'Ofsted' 'Welcome' AIP- available as a hard copy on request http://www.claremont-high.org.uk/Welcome/Ofsted/</p>	No Charge
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	<p>Website- 'Welcome' 'Ofsted'</p>	No Charge
Performance management information	For Staff- Can be made available on request	No Charge
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Within AIP- can be made available upon request	No Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	<p>Website- 'Policies': 'Safeguarding' http://www.claremont-high.org.uk/Welcome/Policies/</p>	No Charge

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<p>How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	Information regarding this can be made available as a hard copy upon request	No Charge
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	<p>Website- 'Policies' http://www.claremont-high.org.uk/Welcome/Policies/</p>	No Charge
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Can be made available as a hard copy upon request	No Charge

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/ or website)	No Charge
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	<p>Some policies are available on the school website in 'Policies' section. http://www.claremont-high.org.uk/Welcome/Policies/</p> <p>Any other policies can be made available as a hard copy if requested by appropriate parties as determined by legal requirements.</p>	No Charge
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Website- 'Policies' http://www.claremont-high.org.uk/Welcome/Policies/</p> <p>Websites- 'Equality' Policy</p>	No Charge

<p>Accessibility Plan</p>	<p>Website- 'Policies'</p> <p>http://www.claremontacademy.org.uk/Policies/AccessibilityPlan.pdf</p>	<p>No charge</p>
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	<p>Website- Policies 'Record Retention'</p> <p>http://www.claremont-high.org.uk/Welcome/Policies/</p> <p>Members of Data Protection Register</p>	<p>No Charge</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	<p>Website- Policies</p> <p>http://www.claremont-high.org.uk/Welcome/Policies/</p>	<p>No Charge</p>
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of 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>Available as a hard copy on request</p>	<p>No Charge</p>

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	We keep up-to-date daily registers. Due to data protection, these are not publicly available	No Charge

Information to be published	How the information can be obtained	Charge
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 for inspection)	No Charge
Extra-curricular activities	Website- 'Students' http://www.claremont-high.org.uk/Extra-curricular/	No Charge
School publications	Website-various	No Charge
Services for which the Academy is entitled to recover a fee, together with those fees- check with C.Thompson	Charging and Remissions Policy can be made available upon request	No Charge