

# Thurlbear School

## Freedom of Information Publication Scheme

### Who we are and what we do

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the governing board of governors and the basis of their appointment	Information available on school website	None
Instrument of Government/Articles of Association	Available from the school office.	Price on application (POA)
Contact details for the key personnel including Head teacher and for the governing body.	Information available on school website	None
School prospectus	If not available on the school website information available from the school office.	None
Staffing structure	Information available on school website	None
School session times and term dates	Information available on school website	None
Address of school and contact details, including email address.	Information available on school website	None

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### What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile: <ul style="list-style-type: none"> <li>• School Performance data</li> <li>• DfE Performance data</li> <li>• The latest Ofsted Summary/Full Report</li>   <li>• Post Ofsted Action Plan</li> </ul>	Information available on school website Link to DfE performance data on school website Information available on school website including link to Ofsted website.  Available on request via the school office.	None   None
Performance management policy and procedures adopted by the governing body.	Majority of policies available on school website. For those that are not published a hard copy available on request.	POA
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	If information not available from school website contact the school office.	None
Safeguarding and child protection policies	Information available on school website.	None

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### How we make decisions

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	Information available from school website.	None
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).	Contact Clerk to Governors <a href="mailto:HHill3@educ.somerset.gov.uk">HHill3@educ.somerset.gov.uk</a>	POA

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### Our policies and procedures

Information to be published.	How the information can be obtained	Cost
Statutory Policies, guidance and procedure documents.	Information available from school website.	None
Non statutory policies, guidance and procedure documents	Information available from school website or contact the school office for further information.	None
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Records retention, destruction and archive policies</li> <li>• Data protection and Freedom of Information Policy</li> <li>• Information sharing policies</li> </ul>	Contact the school office for further information. Information available from school website. Information available from school website.	None None None
Equality and diversity policies	Information available from school website.	None
Policies and procedures for the recruitment of staff	Contact the school office for further information.	POA
Charging and Remittance	Information available from school website.	None

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### Lists and Registers

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Information available from the school website.	None
Asset register	Contact the school for further information.	POA
Any information the school is currently legally required to hold in publicly available registers	Contact the school office for further information.	POA

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### The services we offer

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	Information available on school website	None
Out of school clubs	Information available on school website	None
Services for which the school is entitled to recover a fee, together with those fees	Information available on school website	None
School publications, leaflets, books and newsletters	Information available on school website	None

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### SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class