Published Guide to Information

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) – current information only		
Who's who in the school	Website: https://www.collis.richmond.sch.uk/staff-gallery/	Free
Who's who on the governing body and the basis of their appointment	Website: https://www.collis.richmond.sch.uk/governors/	Free
Instrument of Government	Website: https://www.collis.richmond.sch.uk/governors/	5p per page
Contact details for the Head Teacher and for the Governing Body, via the school (named contacts where possible).	Website: https://www.collis.richmond.sch.uk/contacts/	Free
Staffing structure	Website: https://www.collis.richmond.sch.uk/staff-gallery/	Free
School session times and term dates	Website: https://www.collis.richmond.sch.uk/the-school-day/ https://www.collis.richmond.sch.uk/term-dates/	Free
Address of school and contact details, including email address.	Website: https://www.collis.richmond.sch.uk/contacts/	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		
Annual budget plan and financial statements	Website: https://www.collis.richmond.sch.uk/financial-information/ Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	5p per page

Capital funding	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	5p per page
Financial audit reports	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	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.	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	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).	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	5p per page
Pay policy	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	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.	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	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.	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	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		
School profile • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report	Website: https://www.collis.richmond.sch.uk/ofsted-reports/ https://www.compare-school-performance.service.gov.uk/school/102903/collis-primary-school/primary	Free
Performance management policy and procedures adopted by the governing body	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	5p per page
Performance data or a direct link to it	Website: https://collis-primary-school.secure-primarysite.net/school-results/	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	5p per page
Safeguarding and child protection	Website: https://www.collis.richmond.sch.uk/safeguarding-and-child-protection/	
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)	Website: https://www.collis.richmond.sch.uk/admissions/	Free
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)	Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	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 equivalent, or by the English government. These will include policies and procedures for handling information requests.		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website: https://www.collis.richmond.sch.uk/school-policies/ or Paper copy: available upon request - contact school (info@collis.richmond.sch.uk)	5p per page
Charging regimes and policies	Website: https://www.collis.richmond.sch.uk/school-policies/	Free
Class 6: Lists and Registers (currently maintained lists and registers only) – this does not include the attendance register		
Curriculum circulars and statutory instruments	Website: https://www.collis.richmond.sch.uk/topic/curriculum	Free
Disclosure logs	Inspection only - contact school (info@collis.richmond.sch.uk)	Free
Asset register	Inspection only - contact school (info@collis.richmond.sch.uk)	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school (info@collis.richmond.sch.uk)	Free

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		
Extra-curricular activities	Website: https://www.collis.richmond.sch.uk/topic/extra-curricular	Free
Out of school clubs	https://www.collis.richmond.sch.uk/clubs/	Free
Services for which the school is entitled to recover a fee, together with those fees	Website: https://collis-primary-school.secure-primarysite.net/cats/ https://www.collis.richmond.sch.uk/school-policies/	Free
School publications, leaflets, books and newsletters	Website: https://www.collis.richmond.sch.uk/ https://www.collis.richmond.sch.uk/stream/newsletters/full/1/-//	Free
Additional information - the School aims to put as much information as possible online, so if you are looking for information please consult the school website	Website: https://www.collis.richmond.sch.uk/	Free

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement costs	Photocopying/printing @ 5 pence per sheet (black & white)	Actual cost*
	Photocopying/printing @ 10 pence per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	In accordance with the relevant legislation	

* the actual cost incurred by the School

If a parent/carer requests a paper copy of the information on our website, we will provide this free of charge.

If the information you are looking for is not available via this published guide and is not on our website, please contact the School Office to assess whether it is available. All requests for information should be made via the School Office at info@collis.richmond.sch.uk.