

FREEDOM OF INFORMATION – GUIDE TO INFORMATION AVAILABLE FROM THE BLUE SCHOOL

CLASS 1 – WHO WE ARE AND WHAT WE DO

Information to be Published	How the Information can be obtained (hard copy and/or website)
Who's who in the school	Data Protection Lead (DPL) (Business Manager)
Who's who on the Governing Body and the basis of their appointment	Clerk to the Governors
Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address (if used))	Mark Woodlock, Headteacher, 01749 678799 Robert Salt, Business Manager and DPL 01749 678799 Blue.DPL@educ.somerset.gov.uk Jo Stitch, Clerk to Governors, 01749 678799 jstitch@educ.somerset.gov.uk
School prospectus	Website
Annual Report	Website
Staffing structure	Deputy Headteacher
School session times and term dates	Website

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)

Information to be Published	How the Information can be obtained
Annual budget plan and financial statements	Business Manager
Capitalised funding	Business Manager
Additional funding	Business Manager
Procurement and projects	Business Manager
Pay policy	Deputy Headteacher
Staffing and grading structure	Deputy Headteacher
Governors' allowances	Business Manager

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING
(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be Published	How the Information can be obtained (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
Performance management policy and procedures adopted by the Governing Body	Deputy Headteacher
School's future plans	Headteacher

CLASS 4 – HOW WE MAKE DECISIONS
(Decision making processes and records of decisions)

Information to be Published	How the Information can be obtained (hard copy and/or website)
Admissions policy/decisions (not individual admission decisions)	Clerk to the Governors
Agendas of meetings of the Governing Body and (if held) its sub-committees	Clerk to the Governors
Minutes of meetings (as above) NB: this will exclude information that is properly regarded as private to the meetings	Clerk to the Governors/Staff Notice Board

CLASS 5 – OUR POLICIES AND PROCEDURES
(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be Published	How the Information can be obtained (hard copy and/or website)
<p>School policies including:</p> <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 	<p>Website</p>
<p>Student and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special Educational Needs • Accessibility • Race equality • Collective worship • Careers education • Students discipline 	<p>Website</p>

Records management and personal data policies, including: <ul style="list-style-type: none"> • Data Protection Policy • CCTV Policy • FOI Publication Scheme 	Website
Charging regimes and policies	Website

CLASS 6 – LISTS AND REGISTERS	
Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)
Curriculum circulars and statutory instruments	Clerk to the Governors - hardcopy
Disclosure logs	Clerk to the Governors
Asset register	Finance Office/IT Manager
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School Office

CLASS 7 – THE SERVICES WE OFFER (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)
Extra-curricular activities	School prospectus
Out of school clubs	School Office
School publications	School Office/Website
Services for which the school is entitled to recover a fee, together with those fees	Business Manager
Leaflets books and newsletters	Website and School office - Hardcopy

Contact Details:

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