



## **Freedom of Information**

**Guide to information available from The Crossways Schools under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website- <a href="http://www.crosswaysschools.co.uk">www.crosswaysschools.co.uk</a> School Notice Board	Free
Who's who on the governing body and the basis of their appointment	Website & Governors file in office	50p a copy
Instrument of Government	Hard Copy, contact school offices	50p a copy
Contact details for the Executive Head Teacher and for the governing body	Website	Free
School prospectus	Website	Free
Staffing structure	Hard Copy, contact school offices	50p a copy
School session times and term dates	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy, contact school offices	50p a copy
Capitalised funding	Hard Copy, contact school offices	50p a copy
Additional funding	Hard Copy, contact school offices	50p a copy
Procurement and projects	Hard Copy, contact school offices	50p a copy
Pay policy	Hard Copy, contact school offices	50p a copy
Staffing and grading structure	Hard Copy, contact school offices	50p a copy
Governors' allowances	Hard Copy, contact school offices	50p a copy

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	DFES Website <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> links provided from school website	
Performance management policy and procedures adopted by the governing body.	Hard Copy, contact school offices	50p a copy
School Development plan	Hard Copy, contact school offices	50p a copy
Subject Action Plans	Within SDP	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard Copy, contact school offices	50p a copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy, contact school offices	50p a copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings recorded in confidential minutes.	Hard Copy, contact school offices	50p a copy

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or some on website)	
School policies including: <ul style="list-style-type: none"> <li>▪ Charging policy</li> <li>▪ Child Protection and Safeguarding policy</li> <li>▪ Health and Safety</li> <li>▪ Complaints procedure</li> <li>▪ Staff development policy</li> <li>▪ Equalities policy</li> <li>▪ Staff recruitment policies</li> <li>▪ Staffing structure</li> <li>▪ Statement pertaining to personnel policies and procedures</li> </ul>	Hard Copy/website	50p a copy/Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>▪ Home-school agreement</li> <li>▪ Curriculum policy</li> <li>▪ Special educational needs policy</li> <li>▪ Accessibility policy</li> <li>▪ Collective worship policy</li> <li>▪ EYFS policy</li> <li>▪ Induction policy</li> <li>▪ Values Based Behaviour policy</li> <li>▪ Anti-bullying policy</li> </ul>	Hard Copy/website	50p a copy/free
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>▪ Assessment policy</li> <li>▪ Performance management policy</li> <li>▪ Records retention schedule</li> <li>▪ Data Protection policy</li> </ul>	Hard Copy/website	50p a copy/free
Charging policy Purchasing policy <small>This should include details of any statutory charging regimes. Charging policies should include 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.</small>	Hard Copy/website	50p a copy/free
<b>Class 6 – Lists and Registers</b>  Any currently maintained lists and resources and assets	(hard copy or website; some information may only be available by inspection)	
Any information the school is currently legally required to hold in publicly available registers	Hard Copy, contact school	50p a copy

<i>(this does not include the attendance register)</i>	offices	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard Copy, contact school offices	50p a copy
Out of school clubs	Hard Copy, contact school offices	50p a copy
School publications including <ul style="list-style-type: none"> <li>▪ School Prospectus</li> <li>▪ Starting school booklet</li> <li>▪ Parent helper booklet</li> </ul>	Hard copy/website	50p a copy/ Free
Leaflets books and newsletters	Hard copy/website	50p a copy/ Free

## Contact Details:

**Crossways Infant School**  
Knapp Road  
Thornbury  
South Gloucestershire  
BS35 2HQ

Telephone: 01454 867280  
Email: [infantschool@crossways.org.uk](mailto:infantschool@crossways.org.uk)  
Website: [www.crosswaysschools.co.uk](http://www.crosswaysschools.co.uk)

**Crossways Junior School**  
Knapp Road  
Thornbury  
South Gloucestershire  
BS35 2HQ

Telephone: 01454 866566  
Email: [juniorschool@crossways.org.uk](mailto:juniorschool@crossways.org.uk)  
Website: [www.crosswaysschools.co.uk](http://www.crosswaysschools.co.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 50p per copy (black & white)	Actual cost * Actual
	Photocopying/printing @ 50p per copy (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation Data protection-Freedom of Information act 2004 (2004 No. 3244)
<b>Other</b>		

\* the actual cost incurred by the school including copying, paper and staff time.