



Mercia
Learning Trust

FREEDOM OF INFORMATION PUBLICATION SCHEME

Information to be published	How the information can be obtained
<p>Charges – In most cases, information can be downloaded from the website free of charge. In the case of information not obtainable through the website, the school reserves the right to charge for actual disbursements incurred such as:</p> <ul style="list-style-type: none"> • photocopying – at 10p per sheet of A4 paper • postage and packaging – at the actual cost to the school • any other costs directly incurred as a result of the information request – at the actual cost to the school 	
<p>1 . Who we are and what we do (organisational information, structures, locations and contacts)</p>	
<p>School Funding Agreement See Department for Education Website</p>	<p>Department for Education website – or hardcopy</p>
<p>School prospectus</p>	<p>School website or hard copy</p>
<p>Board of Governors – name and contact details and basis of appointment</p>	<p>School website or hard copy</p>
<p>Contact details for the Headteacher</p>	<p>School website or hard copy</p>
<p>School staff and structure – names of key personnel</p>	<p>School website or hard copy</p>
<p>School session times and term dates</p>	<p>School website or hard copy</p>
<p>Location and contact information – address, telephone, number and website</p>	<p>School website or telephone school</p>
<p>GCSE Results</p>	<p>Hard copy</p>
<p>2. 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>Companies House</p>
<p>Current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	<p>Companies House</p>
<p>Annual budget plan and financial statements</p>	<p>Hard Copy</p>
<p>Annual income and expenditure return</p>	<p>Hard Copy</p>
<p>Capital funding – details of capital funding allocated to the school and information on related building projects and other capital projects.</p>	<p>Hard Copy</p>
<p>Additional funding – There is no source of additional funding in addition to that included in the annual budget plan.</p>	<p>Hard Copy</p>
<p>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.</p>	<p>Hard copy</p>
<p>Pay policy – a statement of the School's policy on procedures regarding staff pay.</p>	<p>Hard Copy</p>
<p>Governors' allowances – Details of allowances and expenses that can be claimed or incurred.</p>	<p>Hard Copy</p>
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3. What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)	School website or hard copy
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	School website or hard copy
Performance management policy	School website or hard copy
School Improvement Plan	School website or hard copy
Child Protection and Safeguarding policy	School website or hard copy
SEND Policy	School website or hard copy
4. How we make decisions (Decision making processes and records of decisions)	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Hard Copy
Post 16 Admissions Policy	Hard Copy
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy
5. Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website or hard copy
6. Lists and Registers	
Asset Register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers: Governor register of interests	Website or hard Copy
7. The Services We Offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website or hard copy
Extra-curricular activities	Website or hard copy
Out of school clubs	Website or hard copy
Services for which the school is entitled to recover a fee, together with those fees.	Website or hard copy
Leaflets, booklets and newsletters	Website or hard copy

