

Freedom of Information

Guide to information available from The White Hills Park Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p><u>The White Hills Park Trust</u> www.whptrust.org</p> <p><u>Alderman White School</u> Chilwell Lane Bramcote Nottingham NG9 3DU Tel: 0115 9170424 Fax: 0115 9175950 www.aldermanwhite.school</p> <p><u>Bramcote College</u> Moor Lane Bramcote Nottingham NG9 3GA Tel: 0115 9168900 Fax: 0115 9168901</p> <p><u>The Bramcote School</u> (Known as Bramcote College) Moor Lane Bramcote Nottingham NG9 3GA Tel: 0115 9168900 Fax: 0115 9168901 www.bramcote.college</p>		
Who's who in the Federation	Website	Free
Who's who on the Board of Directors and the basis of their appointment	Website	Free
Articles of Association	Website	Free

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Instrument of Governance	On application to the Executive Head Teacher's PA.	Free
Contact details for the Head teacher and for the Directors.	<p>Mr P Heery Executive Head Teacher 0115 9078111 Karen.Sims@whpfederation.org</p> <p>Mr A Bird Chair of Governors Karen.Sims@whpfederation.org</p> <p>C/O Mrs K Sims Bramcote College Moor Lane Bramcote Nottingham NG9 3GA</p>	
Individual School prospectus	Available on the website. A hard copy is available from the school reception.	Free
Federation session times and term dates	Website.	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)		
Annual budget plan and the annual audited accounts of the Trust	The Previous year's Audited accounts available on the website. Printed copies of the Audited Accounts	Free £5

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	Current year's plan on application to Federation Finance Manager.	£5
Capitalised funding	On application to Federation Finance Manager.	£5
Additional funding	On application to Federation Finance Manager.	£5
Procurement and projects	On application to Federation Finance Manager.	£5
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
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	Free
Performance management policy and procedures adopted by the Directors.	On application to the Executive Head Teacher's PA.	£5
The Trusts development plans	Website	Free
Every Child Matters – policies and procedures	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Website	Free

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Agendas of meetings of the Directors and its committees	On application to the Executive Head Teacher's PA.	£5
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	On application to the Executive Head Teacher's PA.	£5
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including: <ul style="list-style-type: none"> • Charges and remission policy • Community Cohesion policy • Complaints policy • Equal opportunities • Financial regulations • Freedom of Information publication scheme • Health and Safety • School visits policy • Staff Appraisal Policy • Staff contact policy • Staff performance management policy 	Website	Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Accessibility plan • Assessment and marking policy • Behaviour policy • Careers and information guidance policy • Child Protection • Collective worship policy 	Website	Free

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<ul style="list-style-type: none"> • Cover policy • Curriculum policy • Home/school agreement • Disability equality scheme • Race equality policy • Sex & relationships education policy • Special educational needs & inclusion policy • Work experience policy 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention destruction and archive policies • Data protection • Privacy Notice 	On application to the school	Free
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Inspection only.	Free
Disclosure logs	Inspection only.	Free
Asset register	Inspection only.	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only.	Free
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free

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Out of school clubs	Website	Free
School publications	Website	Free
Leaflets books and newsletters	Website or available as a hardcopy from the school reception.	Free
Additional Information		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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Mrs K Sims

Director of Operations

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost to include materials
	Photocopying/printing @ 15p per sheet (colour)	Actual cost to include materials
	Postage	Actual cost of Royal Mail standard 2 nd class