



Guide to information available from Acorn Free School under the Freedom of Information model publication scheme

Date of issue: *July 2022*

Date of review: *July 2024*

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Information to be published.	How the information can be obtained	Cost
Who's who in the school	Website http://www.theacornschool.co.uk/contact/	
Who's who on the governing body / board of governors and the basis of their appointment	Website http://www.theacornschool.co.uk/governors/	
Instrument of Government / Articles of Association	Website http://www.theacornschool.co.uk/compliance-items/	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website http://www.theacornschool.co.uk/contact/	
Annual Report	Website http://www.theacornschool.co.uk/compliance-items/	
Staffing structure	Hard copy: available upon request - contact school	
School session times and term dates	Hard copy: available upon request - contact school	
Address of school and contact details, including email address.	Website http://www.theacornschool.co.uk/contact/	
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		
Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy: available upon request - contact school	
Capital funding	Hard copy: available upon request - contact school	
Financial audit reports	Hard copy: available upon request - contact school	

Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: available upon request - contact school	
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.	Hard copy: available upon request - contact school	
Pay policy	Hard copy: available upon request - contact school	
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.	Hard copy: available upon request - contact school	
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.	Hard copy: available upon request - contact school	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	
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		
Information to be published.	How the information can be obtained	Cost
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted report • Post-inspection action plan 	Website http://www.theacornschool.co.uk/ N/A https://files.ofsted.gov.uk/v1/file/50122410 Hard copy: available upon request - contact school	
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request - contact school	
Performance data or a direct link to it	N/A	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	

Safeguarding and child protection	Website	
Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous three years as a minimum		
Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website http://www.theacornschool.co.uk/compliance-items/	
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).	Hard copy: available upon request - contact school	
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.		
Information to be published.	How the information can be obtained	Cost
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy: available upon request - contact school	
Charging regimes and policies. 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated.	Hard copy: available upon request - contact school	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copy: available upon request - contact school on request	
Disclosure logs	Inspection Only	

Asset register	Inspection Only	
Any information the school is currently legally required to hold in publicly available registers	Inspection Only	
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)		
Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Website http://www.theacornschoo.co.uk/our-curriculum/	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available upon request - contact school	
School publications, leaflets, books and newsletters	Website http://www.theacornschoo.co.uk/	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Website http://www.theacornschoo.co.uk/	

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 *
	Photocopying/printing @ 8p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
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* the actual cost incurred by the public authority