

## Oratory Primary School: Freedom of information Guide Autumn 2021- Autumn 2022

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website: <a href="https://www.oratory.rbkc.sch.uk/meet-the-team/">https://www.oratory.rbkc.sch.uk/meet-the-team/</a>  Hard copy	Free   10p per sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website: <a href="https://www.oratory.rbkc.sch.uk/governing-body/">https://www.oratory.rbkc.sch.uk/governing-body/</a>  Hard copy	Free   10p per sheet
Instrument of Government / Articles of Association	Website: <a href="https://www.oratory.rbkc.sch.uk/governing-body/">https://www.oratory.rbkc.sch.uk/governing-body/</a>  Hard copy	Free   10p per sheet

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: <a href="https://www.oratory.rbkc.sch.uk/">https://www.oratory.rbkc.sch.uk/</a>  Hard copy	Free  10p per sheet
Staffing structure	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
School session times and term dates	Website: <a href="https://www.oratory.rbkc.sch.uk/term-dates/">https://www.oratory.rbkc.sch.uk/term-dates/</a>  Hard copy	Free  10p per sheet
Address of school and contact details, including email address.	Website: <a href="https://www.oratory.rbkc.sch.uk/">https://www.oratory.rbkc.sch.uk/</a>  Hard copy	Free  10p per sheet
<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		

<ul style="list-style-type: none"> <li>• Annual budget plan and financial statements</li> <li>• Capital funding</li> <li>• Financial audit reports</li> <li>• Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</li> <li>• 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 (for example, a local authority or diocese).</li> </ul>	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
Pay policy	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
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.	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
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.	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
<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		
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report</li> </ul>	Website: <a href="https://www.oratory.rbkc.sch.uk/attainment-results-and-inspections/">https://www.oratory.rbkc.sch.uk/attainment-results-and-inspections/</a>  Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a>	Free       10p per sheet

<ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> <li>• Post-inspection action plan</li> </ul>	for digital or hard copy	
Performance management policy and procedures adopted by the governing body.	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
Performance data or a direct link to it	<a href="https://www.oratory.rbkc.sch.uk/attainment-results-and-inspections/">https://www.oratory.rbkc.sch.uk/attainment-results-and-inspections/</a>	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
Safeguarding and child protection	Website: <a href="https://www.oratory.rbkc.sch.uk/policies-and-procedures/">https://www.oratory.rbkc.sch.uk/policies-and-procedures/</a>	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website <a href="https://www.oratory.rbkc.sch.uk/admissions/">https://www.oratory.rbkc.sch.uk/admissions/</a> Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	Free  10p per sheet
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).	Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy	10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		

<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Website: <a href="https://www.oratory.rbkc.sch.uk/policies-and-procedures/">https://www.oratory.rbkc.sch.uk/policies-and-procedures/</a></p> <p>Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Charging regimes and policies.</p> <p>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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Website: <a href="https://www.oratory.rbkc.sch.uk/policies-and-procedures/">https://www.oratory.rbkc.sch.uk/policies-and-procedures/</a></p> <p>Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p><b>Class 6 – Lists and Registers</b></p>		
<p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<ul style="list-style-type: none"> <li>• Curriculum circulars and statutory instruments</li> <li>• Disclosure logs</li> <li>• Asset register</li> <li>• Any information the school is currently legally required to hold in publicly available registers</li> </ul>	<p>Contact <a href="mailto:info@oratory.rbkc.sch.uk">info@oratory.rbkc.sch.uk</a> for digital or hard copy where available, or for appointment to inspect.</p>	<p>10p per sheet</p>
<p><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</p>		
<p>Extra-curricular activities</p>	<p><a href="https://www.oratory.rbkc.sch.uk/after-school-activities/">https://www.oratory.rbkc.sch.uk/after-school-activities/</a></p>	<p>Free</p>
<p>Out of school clubs</p>	<p><a href="https://www.oratory.rbkc.sch.uk/after-school-activities/">https://www.oratory.rbkc.sch.uk/after-school-activities/</a></p>	<p>Free</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p><a href="https://www.oratory.rbkc.sch.uk/">https://www.oratory.rbkc.sch.uk/</a></p>	<p>Free</p>

	<a href="#">policies-and-procedures/</a>	
School publications, leaflets, books and newsletters	<a href="https://www.oratory.rbkc.sch.uk/newsletters/">https://www.oratory.rbkc.sch.uk/newsletters/</a>	Free

### 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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class