



# Saint Aidan's Church of England High School Freedom of Information Policy

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<b>Reviewed by:</b>	<b>Andy Smith</b>
<b>Review date:</b>	<b>December 2024</b>
<b>Next review:</b>	<b>December 2026</b>
<b>Adopted by Governors Policy Review Group:</b>	<b>28<sup>th</sup> January 2025</b>
<b>Adopted by Full Governors:</b>	<b>4<sup>th</sup> March 2025</b>

**Guide to information available from Saint Aidan’s Church of England  
High School under the Model Publication Scheme**

All enquiries should be directed to [sapost@st-aidans.lancs.sch.uk](mailto:sapost@st-aidans.lancs.sch.uk)

Hard copies of any information listed below can be obtained by emailing the same address. A charge may be made to cover costs if hard copies are requested.

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who’s who in the school	Staff section of school website
Who’s who on the Governing Body / Board of Governors and the basis of their appointment	Governor section of school website
Instrument of Government / Articles of Association	Governor section of school website
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	Contact us section of school website
School prospectus (if any)	Admissions section of school website
Staffing structure	Staffing section of school website
School term dates	Term dates section of school website
Address of school and contact details, including email address.	Contact us section of school website
<b>Class 2 – What we spend and how we spend it</b>	
<p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	Available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>
Capital funding	Available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>

Financial audit reports	Available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>
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).	Available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>
Pay Policy	Available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	No allowances are paid
<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	
DfE Performance Tables, Ofsted report and latest SIAMS report	School performance and inspection section of school website
Performance management policy and procedures adopted by the governing body.	Available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>
Safeguarding and child protection	Policies section of school website
<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	Admissions section of school website
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).	Available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only.	

School policies and procedures	Policies which must be published on the school website are in the documents and policies section of the school website. Other policies are available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only (this does not include the attendance register).	
Any information the school is currently legally required to hold in publicly available registers	Available from school – email <a href="mailto:sapost@st-aidans.lancs.sch.uk">sapost@st-aidans.lancs.sch.uk</a>
<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	
Extra-curricular activities and out of school clubs	Curriculum section of school website
Services for which the school is entitled to recover a fee, together with those fees	No such services are offered
School publications, leaflets, books and newsletters	Various sections on school website

## CHARGES

The school reserves the right to make appropriate charges for the provision of information where it is reasonable for us to do so and legislation allows for such charging to be made. If any charge is to be made the school will advise you prior to any work being completed.