



Information	How the information can be obtained	Cost
Class 1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts. Current information only.)</i>		
Who's who in the school	<p>Website: https://www.oxleyparkacademy.com/about-us/staff-govs</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>Disbursement cost to the school</p>
Who's who on the governing body and the basis of their appointment	<p>Website: https://www.oxleyparkacademy.com/about-us/governing-body</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>Disbursement cost to the school</p>
Articles of Association	<p>Hard copy: available upon request – contact school</p>	<p>Disbursement cost to the school</p>
Contact details for the Executive Principal and for the governing body, via the school (named contacts where possible).	<p>Website: https://www.oxleyparkacademy.com/about-us-1/contact-us-1</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>Disbursement cost to the school</p>
Staffing structure	<p>Website: https://www.oxleyparkacademy.com/about-us/staff-govs</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>Disbursement cost to the school</p>
School session times and term dates	<p>Website: https://www.oxleyparkacademy.com/parents-toolkit/attendance https://www.oxleyparkacademy.com/parents-toolkit/term-dates</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>Free</p> <p>Disbursement cost to the school</p>
Address of school and contact details, including email address.	<p>Website: https://www.oxleyparkacademy.com/about-us-1/contact-us-1</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>Disbursement cost to the school</p>



Information	How the information can be obtained	Cost
Class 2 - What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.)</i>		
Annual budget plan and financial statements	Hard copy: available upon request – contact school	Disbursement cost to the school
Capital funding	Hard copy: available upon request – contact school	Disbursement cost to the school
Financial audit reports	Hard copy: available upon request – contact school	Disbursement cost to the 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	Disbursement cost to the 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 (for example, a local authority or diocese).	Hard copy: available upon request – contact school	Disbursement cost to the school
Pay policy	Hard copy: available upon request – contact school	Disbursement cost to the 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	Disbursement cost to the 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	Disbursement cost to the 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	Disbursement cost to the school



Information	How the information can be obtained	Cost
Class 3 - What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews.</i> <i>Current information as a minimum)</i>		
School profile (our Ethos & Values) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English Government or a direct link to the data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	Website: https://www.oxleyparkacademy.com/about-us/our-ethos https://www.oxleyparkacademy.com/about-us/our-values Website: https://www.oxleyparkacademy.com/about-us-1/statutory-info-1 Website: https://www.compare-school-performance.service.gov.uk/school/136853/oxley-park-academy/primary Website: https://www.oxleyparkacademy.com/parents-toolkit/ofsted-1 Hard copy: available upon request – contact school	Free Free Free Free Disbursement cost to the school
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request – contact school	Disbursement cost to the school
Performance data or a direct link to it	Website: https://www.oxleyparkacademy.com/about-us-1/statutory-info-1 Hard copy: available upon request – contact school	Free Disbursement cost to the school
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request – contact school	Disbursement cost to the school
Safeguarding and child protection	Website: https://www.oxleyparkacademy.com/about-us/safeguarding Hard copy: available upon request – contact school	Free Disbursement cost to the school



Information	How the information can be obtained	Cost
Class 4 – How we make decisions <i>(Decision making processes and records of decisions. Current and previous three years as a minimum)</i>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: https://www.oxleyparkacademy.com/about-us-1/statutory-info-1 Hard copy: available upon request – contact school	Free Disbursement cost to the school
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	Disbursement cost to the school
Class 5 – Our policies and procedures <i>(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.)</i>		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data protection (including information sharing policies) • Information security policies • Records retention, destruction and archive policies 	Website: https://www.oxleyparkacademy.com/about-us-1/policies Hard copy: available upon request – contact school	Free Disbursement cost to the 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 (please see “How to complete the Guide to information”).	Website: https://www.oxleyparkacademy.com/about-us-1/policies Hard copy: available upon request – contact school	Free Disbursement cost to the school



Information	How the information can be obtained	Cost
Class 6 – Lists and Registers <i>(Currently maintained lists and registers only (this does not include the attendance register)).</i>		
Curriculum circulars and statutory instruments	Website: https://www.oxleyparkacademy.com/about-us/year-groups https://www.oxleyparkacademy.com ('Learning' tab) Hard copy: available upon request – contact school	Free Free Disbursement cost to the school
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only).</i>		
Extra-curricular activities	Website: https://www.oxleyparkacademy.com/parents-toolkit/paid-clubs Hard copy: available upon request – contact school	Free Disbursement cost to the school
Out of school clubs	Website: https://www.oxleyparkacademy.com/parents-toolkit/ziggy-club-1 Hard copy: available upon request – contact school	Free Disbursement cost to the school
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.oxleyparkacademy.com/about-us-1/policies Hard copy: available upon request – contact school	Free Disbursement cost to the school
School publications, leaflets, books and newsletters	Website: https://www.oxleyparkacademy.com/front-page-news-link-page https://www.oxleyparkacademy.com/about-us/year-groups Hard copy: available upon request – contact school	Free Free Disbursement cost to the school



Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement cost	Photocopying/printing (black & white)	Actual cost *	Disbursement cost to the school
	Photocopying/printing (colour)	Actual cost*	Disbursement cost to the school
	Postage	Actual cost of Royal Mail standard 2 nd class	From 65p for letters up to 100g <i>(as at November 2020)</i>
Statutory Fee	In accordance with the relevant legislation		Not applicable

* the actual cost incurred by the academy