



The Robert Carre Trust

Freedom of Information

Guide to information available from Schools in the Robert Carre Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the Trust/school	Website	-
Who's who on the Board and governing bodies and the basis of their appointment	Website	-
Contact details for the Executive Headteacher, Headteachers, Heads of School and for the governing body	Website	-
School prospectus	Website + hard copy available from the school office	-
Staffing structure	Staff lists are available on website + included in the School Prospectus	-
School session times and term dates	Website	-

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report 	<ul style="list-style-type: none"> • Website + included in the School Prospectus • Website 	<p>-</p> <p>-</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Website</p>	<p>-</p>
<p>School Development Plan</p>	<p>Please contact the Head's PA</p>	

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy and/or website)	
School policies including: <ul style="list-style-type: none"> • Charging and Remissions policy • Health and Safety • Complaints Procedure • Code of Conduct for staff • Discipline and Grievance policies • Freedom of Information policy • Equality and diversity (including equal opportunities) policies • Vexatious Communications 	<ul style="list-style-type: none"> • Website • Website • Website • Website • Website • Website • Website • Website 	<ul style="list-style-type: none"> - - - - - - - -
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Attendance • Home-school agreement • Curriculum • Sex and Relationship Education • Special Educational Needs • Accessibility • Equal Opportunities including Race Equality • Collective Worship • Careers Education 	<ul style="list-style-type: none"> • Website • Website • Website • Website • Website • Website • Website • Website • Website 	<ul style="list-style-type: none"> - - - - - - - - -

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Class 6 – Lists and Registers (Currently maintained lists and registers only)	(hard copy and/or website; some information may only be available by inspection)	
DBS Disclosure logs	Available from Director of Finance and Resources	
Asset Register	Available from Director of Finance and Resources	

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Contact details:

Carre's Grammar School: Mrs Julie Body, PA to Headteacher

Kesteven and Sleaford High School: Mrs Yvette Edwards, PA to Headteacher

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 @ 10p Per sheet (A4 black & white)	Price on application – dependent on size of document and staff time involved
	Photocopying/printing @ 20p Per sheet (A4 colour)	Price on application – dependent on size of document and staff time involved
	Postage	Actual cost of Royal Mail: Standard 1 st class Standard 2 nd class Large letters

* the actual cost incurred by the public authority

Should you require hard copies of any of the information listed above, please contact the appropriate Headteacher's PA who will be happy to assist