

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	Website: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p /sheet
Who's who in the school	Website: www.horizonschool.co.uk	Free

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

	Hard copy: Contact Office Administrator	10p per sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p per sheet
Instrument of Government / Articles of Association	Website: www.horizonschool.co.uk Hard copy: Contact Office	Free 10p per

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

	Administrator	sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p per sheet
School prospectus (if any)		
Annual Report (if any)		
Staffing structure	Website: www.horizonschool.co.uk	Free

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

	Hard copy: Contact Office Administrator	10p per sheet
School session times and term dates	Website: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p per sheet
Address of school and contact details, including email address	Website: www.horizonschool.co.uk Hard copy: Contact Office	Free 10p per

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

	Administrator	sheet
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	Inspection only Contact office administrator	
Annual budget plan and financial statements	Inspection only Contact office administrator	
Capital funding	Inspection only Contact office administrator	
Financial audit reports	Inspection only	

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

	Contact office administrator	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Inspection only Contact office administrator	
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).	Inspection only Contact office administrator	
Pay policy	Inspection only Contact office administrator	
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	Inspection only Contact office	

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

annum) by reference to categories.	administrator	
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.	Inspection only Contact office administrator	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Inspection only Contact office administrator	
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	Website: www.horizonschool.co.uk Hard copy: Contact Office	Free 10p per

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

	Administrator	sheet
<p>School profile (if any)</p> <p>And in all cases:</p> <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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website: www.horizonschool.co.uk</p> <p>Hard copy: Contact Office Administrator</p>	<p>Free</p> <p>10p per sheet</p>

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

Performance management policy and procedures adopted by the governing body.		
Performance data or a direct link to it	Website: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		
Safeguarding and child protection		
Class 4 – How we make decisions	(hard copy or website)	

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

(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: www.horizonschool.co.uk Hard copy: Contact Office Administrator	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).	Inspection only Contact the school office	

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	(hard copy or website)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> Information security policies 	<p>Website: www.horizonschool.co.</p>	Free

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

<ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 	uk Hard copy: Contact Office Administrator	10p per sheet
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: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p per sheet

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p per sheet
Disclosure logs	Inspection only	

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

	Please contact School office	
Asset register	Inspection only Please contact School office	
Any information the school is currently legally required to hold in publicly available registers	Inspection only Please contact School office	
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	Website: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p per sheet
Extra-curricular activities	Website: www.horizonschool.co.uk	Free

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

	uk Hard copy: Contact Office Administrator	10p per sheet
Out of school clubs		
Services for which the school is entitled to recover a fee, together with those fees	Please contact School office	
School publications, leaflets, books and newsletters	Website: www.horizonschool.co.uk Hard copy: Contact Office Administrator	Free 10p per sheet

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

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 (black & white)	Actual cost 0.0037p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 0.0373p
	Postage	Actual cost of Royal Mail standard 2 nd class

Freedom of Information

Guide to information available from The Horizon School under the model publication scheme

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority