

# Growing Together Federation

Name of Policy: **FREEDOM OF INFORMATION**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>  <b>We are The Growing Together Federation Comprising:</b>            Bowerdean, Mapledean &amp; Henry Allen Nursery School all are maintained by Buckinghamshire County Council. The Co-Headteachers are Mrs Linda Lyons (Mapledean), Mrs Charlie Macdonald (Henry Allen), Mrs Julie Manning (Henry Allen) &amp; Mrs Zoë Staines (Bowerdean); the Chair of Governors is Mrs Karen Bates</p> <p>This will be current information only.</p>	(hard copy and/or website)	
Who's who in the school	Prospectus and website	
Who's who on the governing body and the basis of their appointment	Prospectus and website	
Instrument of Government	School	
Contact details for the Co-Headteachers and for the governing body (named contacts where possible with telephone number and email address (if used))	01494 726257 <a href="mailto:headteacher@henryallen.bucks.sch.uk">headteacher@henryallen.bucks.sch.uk</a> <a href="mailto:head@bowerdean.bucks.sch.uk">head@bowerdean.bucks.sch.uk</a>	
School prospectus	School	
Annual Report	School	
Staffing structure	School and website	
School session times and term dates	School and website	

<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	(hard copy and/or website)  School office	
Annual budget plan and financial statements	School office	
Capitalised funding	School office	
Additional funding	School office	
Procurement and projects	School office	
Pay policy	School office	
Staffing and grading structure	School office	
Governors' allowances	School office	
<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 – see School Development Plan	(hard copy or website)  School	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Link on website School	
Performance management policy and procedures adopted by the governing body.	School	
Schools' future plans	See Development Plan	
Every Child Matters – policies and procedures	School	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous three years as a minimum	School	
Admissions policy/decisions (not individual admission decisions)	School	
Agendas of meetings of the governing body and (if held) its sub-committees	School	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	School	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	School and some on website.	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Pupil discipline</li> </ul>	School	

Records management and personal data policies, including: <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>	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.	School	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School	
Disclosure logs	School	
Asset register	School	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	School	
<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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School and website	
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	School and website	

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

**Contact details:**

Henry Allen Nursery School, Mitchell Walk, Amersham, Bucks HP6 6NW  
[office@henryallen.bucks.sch.uk](mailto:office@henryallen.bucks.sch.uk)  
 01494 726257

Bowerdean Nursery School, Gordon Road, High Wycombe, Bucks, HP13 6AW  
[office@bowerdean.bucks.sch.uk](mailto:office@bowerdean.bucks.sch.uk)  
 01494 521941

Mapledean Nursery School (Bowerdean)  
 Cressex Road, high Wycombe, Bucks, HP12 4PR  
[admin@bowerdean.bucks.sch.uk](mailto:admin@bowerdean.bucks.sch.uk)  
 01494 443256

**The Growing Together Federation have taken the decision not to charge for these services.**