

Freedom of Information

Information available from Springhead School under the publication scheme

Reviewed Nov 2025

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
		On request
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) On request	On request
Who's who in the school	On request	On request
Who's who on the governing body / board of governors and the basis of their appointment	On the Website	N/A
Instrument of Government / Articles of Association	On request	On request
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	On request	On request
School prospectus (if any) - Website	Website	N/A
Annual Report SEF	On request	On request
Staffing structure	On request	On request
School session times and term dates	Website	N/A
Address of school and contact details, including email address.	Website	N/A

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	On request	On request
Annual budget plan and financial statements	On request	On request
Capital funding	On request	On request
Financial audit reports	On request	On request
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	On request	On request
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).	On request	On request
Pay policy	Website	N/A
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.	On request	On request
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.	On request	On request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On request	On request

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	On request	On request
School profile (if any) And in all cases: ☐ Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	On request	On request
• The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report • Post-inspection action plan	Website	N/A
Performance management policy and procedures adopted by the governing body.	Website	N/A
Performance data or a direct link to it	On request	On request
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	On request	On request
Safeguarding and child protection	On request	On request

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	On request	On request
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	On request
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).	On request	On request

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website	N/A
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.	On request	On request
Records management and personal data policies, including: - Information security policies - Records retention, destruction and archive policies - Data protection (including information sharing policies)	On request	On request
Charging regimes and policies.	Website	N/A
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”).	On request	On request

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	On request	On request
Curriculum circulars and statutory instruments	On request	On request
Disclosure logs	On request	On request
Asset register	On request	On request
Any information the school is currently legally required to hold in publicly available registers	On request	On request

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 & on request	N/A On request
Extra-curricular activities	On request	On request
Out of school clubs	On request	On request
Services for which the school is entitled to recover a fee, together with those fees	On request	On request
School publications, leaflets, books and newsletters	On request	On request
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	On request	On request

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 @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority