Freedom of Information Publication Scheme - Classes of Information Currently Published:

Information to be published	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts – current information only)		
Who's who in the school (Organisational information, structures, locations and contacts) 11-16 Mixed comprehensive school with 1460 students on roll	**Website –** https://www.mountbatten.school/slt **Hard Copy -** Contact the school	Free £
Who's who on the governing body and the basis of their appointment	**Website –** https://www.mountbatten.school/governance **Hard Copy -** Contact the school	Free £
Address of school and contact details, including email address	**Website –** https://www.mountbatten.school/contact-us **Hard Copy -** Contact the school	Free £
Instrument of Government/Articles of Association	**Hard Copy -** Contact the school	£
Contact details for the Executive Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used)	**Website -** https://www.mountbatten.school/contact-us **Hard Copy -** Contact the school	Free £

Staffing structure	**Website -** **Senior Leadership Team:** https://www.mountbatten.school/slt **General staff structure: Hard Copy -** Contact the school	Free £
School session times and term dates	**Website -** https://www.mountbatten.school/term-dates **Hard Copy -** Contact the school	Free £
School prospectus	**Website -** https://www.mountbatten.school/prospectus **Hard Copy -** Contact the school	Free £
Class two: 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)		
Annual Reports and Accounts – current and previous financial year as a minimum	**Website -** https://www.mountbatten.school/school-accounts **Hard Copy -** Contact the school	Free £
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	**Governing Body Minutes** **Hard Copy -** Contact the school	 £

Annual budget plan and financial statements	**Hard Copy -** Contact the school	£
Capitalised funding	**Hard Copy -** Contact the school	£
Financial Audit reports	**Hard Copy -** Contact the school	£
Procurement and projects	**Hard Copy -** Contact 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 -** Contact 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, e.g. a local authority or diocese	**Hard Copy -** Contact the school	£
Pay policy	**Hard Copy -** Contact 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 -** Contact 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 -** Contact the school	£
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	**Hard Copy -** Contact the school	£
Class three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews – current information, as a minimum)		

School profile ☐ Performance data supplied to the English Government or a direct link to the data ☐ The latest Ofsted report - Summary - Full report	**Website –** https://www.mountbatten.school/ **Performance Data:** https://www.compare-school-performance.service.gov.uk/school/136640/the-mountbatten-school/secondary **Ofsted Report:** https://www.mountbatten.school/ofsted **Hard Copy -** Contact the school	Free £
Performance management policy and procedures adopted by the governing body.	**Hard Copy -** Contact the school	£
Schools future plans; for example, proposals for and any consultation on the future of the school, such as a change in statute	**Hard Copy -** Contact the school	£
Safeguarding and Child Protection	**Website** - https://www.mountbatten.school/policies **Hard Copy -** Contact the school	Free £
Class four: How we make decisions (decision making processes and records of decisions – current and previous three years, as a minimum)		
Admissions policy/decisions (not individual admission decisions)	**Website -** https://www.mountbatten.school/admissions **Hard Copy -** Contact the school	Free £

Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	**Hard Copy -** Contact the school	£
Class five: our policies and procedures (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)		
Records management and personal data policies, including: □ information security policies □ records retention, destruction and archive policies □ data protection (including information sharing policies)	**Website -** https://www.mountbatten.school/policies **Hard Copy -** Contact the school	Free £
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.	**Website** - https://www.mountbatten.school/policies **Hard Copy -** Contact the school	Free £
Policies and Reports required by statute to be published on the school website	**Website** - https://www.mountbatten.school/policies **Hard Copy -** Contact the school	Free £
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register		
Curriculum circulars and statutory instruments	**Hard Copy -** Contact the school	£
Disclosure logs	**Hard Copy -** Contact the school	£

Asset register	**Hard Copy -** Contact the school	£
Any information the school is currently legally required to hold in publicly available registers **(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)**	**Hard Copy -** Contact the school	£
Class seven: the services we offer (information about the services we offer, including guidance and newsletters produced for the public and business – current information only)		
Extra-curricular activities	**Website -** https://www.mountbatten.school/extra-curricular **Hard Copy -** Contact the school	Free £
Out of school clubs Music PE Personal Best Education	**Website –** https://www.mountbatten.school/music-academy https://www.mountbatten.school/sports-academy https://www.mountbatten.school/personalbest **Hard Copy -** Contact the school	Free £
School publications	**Website -** https://www.mountbatten.school/news-and-events **Hard Copy -** Contact the school	Free £

Leaflets books and newsletters	**Website -** https://www.mountbatten.school/newsletters **Hard Copy -** Contact the school	Free £

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£ SCHEDULE OF CHARGES: £5 administration charge plus £2 per copy of more than 2 pages.