

# Freedom of Information

## Guide to information available from The White Hills Park Federation Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p><b><u>The White Hills Park Federation Trust</u></b> www.whpfederation.org</p> <p><b><u>Alderman White School</u></b> Chilwell Lane Bramcote Nottingham NG9 3DU Tel: 0115 9170424 Fax: 0115 9175950 www.aldermanwhite.notts.sch.uk</p> <p><b><u>Bramcote College</u></b> Moor Lane Bramcote Nottingham NG9 3GA Tel: 0115 9168900 Fax: 0115 9168901</p> <p><b><u>The Bramcote School</u></b> Derby Road Bramcote Nottingham NG9 3GD Tel: 0115 9130013 Fax: 0115 9130012 www.thebramcoteschool.notts.sch.uk</p>		
Who's who in the Federation	Website	Free
Who's who on the Board of Directors and the basis of their appointment	Website	Free
Instrument of Governance	On application to the Executive Head Teacher's PA.	Free

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Contact details for the Head teacher and for the Directors.	<p>Mr P Heery Executive Head Teacher 0115 9078111 <a href="mailto:KSims@whpfederation.org">KSims@whpfederation.org</a></p> <p>Mrs T Launchbury Chair of Governors <a href="mailto:KSims@whpfederation.org">KSims@whpfederation.org</a></p> <p>C/O Mrs K Sims Bramcote College Moor Lane Bramcote Nottingham NG9 3GA</p>	
Individual School prospectus	Available on the website. A hard copy is available from the school reception.	Free
Federation session times and term dates	Website.	Free
<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)		
Annual budget plan and the annual audited accounts of the Trust	<p>The Previous year's Audited accounts available on the website.</p> <p>Printed copies of the Audited Accounts</p> <p>Current year's plan on application to Federation Finance Manager.</p>	<p>Free</p> <p>£5</p> <p>£5</p>

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Capitalised funding	On application to Federation Finance Manager.	£5
Additional funding	On application to Federation Finance Manager.	£5
Procurement and projects	On application to Federation Finance Manager.	£5
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
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>	Website	Free
Performance management policy and procedures adopted by the Directors.	On application to the Executive Head Teacher's PA.	£5
The Trusts development plans	Website	Free
Every Child Matters – policies and procedures	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Website	Free

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Agendas of meetings of the Directors and its committees	On application to the Executive Head Teacher's PA.	£5
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	On application to the Executive Head Teacher's PA.	£5
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including: <ul style="list-style-type: none"> <li>• Community Cohesion policy</li> <li>• Complaints policy</li> <li>• Freedom of Information publication scheme</li> <li>• Health and Safety</li> <li>• Staff contact policy</li> <li>• Staff pay policy</li> <li>• Staff performance management policy</li> <li>• Financial regulations</li> <li>• Charges and remission policy</li> <li>• Discipline and grievance policies</li> <li>• Information request handling policy</li> <li>• Equal opportunities</li> </ul>	Website	Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Assessment and marking policy</li> <li>• Child Protection</li> <li>• Cover policy</li> <li>• Curriculum policy</li> </ul>	Website	Free

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<ul style="list-style-type: none"> <li>• Sex &amp; relationships education policy</li> <li>• RE policy</li> <li>• Special educational needs &amp; inclusion policy</li> <li>• Race equality policy</li> <li>• Disability equality scheme</li> <li>• Accessibility plan</li> <li>• Careers and information guidance policy</li> <li>• Behaviour policy</li> <li>• Work experience policy</li> </ul>		
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>	Website	Free
<b>Class 6 – Lists and Registers</b>		
Curriculum circulars and statutory instruments	Inspection only.	Free
Disclosure logs	Inspection only.	Free
Asset register	Inspection only.	Free
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Inspection only.	Free
<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)	(hard copy or website; some information may only be available by inspection)	

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Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications	Website	Free
Leaflets books and newsletters	Website or available as a hardcopy from the school reception.	Free
<b>Additional Information</b>		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

Mrs N Caley  
Head of School  
Alderman White School  
Chilwell Lane, Bramcote, Nottingham NG8 3DU Tel: 0115 9170424 Fax: 0115 9175950

Mr J Macdonald  
Head of College  
Bramcote College  
Moor Lane, Bramcote, Nottingham, NG9 3GA Tel: 0115 9168900 Fax: 0115 9168901

Mrs M Oliver  
Head of School  
The Bramcote School  
Derby Road, Bramcote, Nottingham NG9 3GD Tel: 0115 9130013 Fax: 0115 9130016

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## Guide to information available from The White Hills Park Federation Trust under the model publication scheme

Mrs K Sims

PA to the Executive Head Teacher

C/O Bramcote College, Derby Road, Nottingham NG9 3GA Tel: 0115 9078111 Fax: 0115 9168901

Mr M Powell

Head of Education Support

C/O Bramcote College, Derby Road, Nottingham NG9 3GA Tel: 0115 9078140 Fax: 0115 9168901

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost to include materials
	Photocopying/printing @ 15p per sheet (colour)	Actual cost to include materials
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class