



Freedom of Information Act 2000

Information available from **Compass School** under the model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>		
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Compass School - Contact us (compass-school.co.uk)</p>	<p>Free</p>
<p>Head teacher's contact details</p>	<p>Compass School - Contact us (compass-school.co.uk)</p>	<p>Free</p>
<p>Who's who in the school/academy</p>	<p>Compass School - Meet the staff (compass-school.co.uk)</p>	<p>Free</p>
<p>Who's who on the Management Committee and selection criteria for appointment</p>	<p>Compass School - Management Committee (compass-school.co.uk)</p>	<p>Free</p>

Instrument of Government / Articles of Association	Compass School - Contact us (compass-school.co.uk)	Free
School session times and term dates	Compass School - Term Dates (compass-school.co.uk)	Free
Current and previous financial year	Please contact school business Manager maria.hughes@compass-school.net	Free
Annual budget and financial statements	Please contact school business Manager maria.hughes@compass-school.net	Free
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	Please contact school business Manager maria.hughes@compass-school.net	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Please contact school business Manager maria.hughes@compass-school.net	Free
Management Committees allowances that can be incurred or claimed, and a record of total payments made to individual governors	Please contact school business Manager maria.hughes@compass-school.net	Free
Procurement and contracts we have entered into	Please contact school business Manager maria.hughes@compass-school.net	Free
Details of any premiums we receive such as Pupil premium.	Compass School - Pupil Premium (compass-school.co.uk)	Free
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	(hard copy or website)	

Current information as a minimum		
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>) - Summary - Full report - Post-inspection action plan	Compass School - Our School (compass-school.co.uk)	Free
Exam and assessment results	Compass School - Pupil Outcomes and Assessment (compass-school.co.uk)	Free
Performance tables	Compass School - Pupil Outcomes and Assessment (compass-school.co.uk)	Free
Careers programme information	Compass School - Careers Education (compass-school.co.uk)	Free
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/133675	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Please contact school business Manager maria.hughes@compass-school.net	Free
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	(hard copy or website)	
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants,</i>	download.asp (compass-school.co.uk)	Free

<i>including criteria on which applications were successful)</i>		
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Governance Professional on maria.hughes@compass-school.net	Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Compass School - Policies (compass-school.co.uk)	Free
Safeguarding and child protection, including protecting children's personal data	Compass School - Safeguarding (compass-school.co.uk)	Free
Policies and procedures relating to recruitment and human resources	Compass School - Safeguarding (compass-school.co.uk)	Free
Special educational needs	Compass School - Policies (compass-school.co.uk)	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Compass School - Policies (compass-school.co.uk) Complaints Policy and ICO Publication scheme	Free
Pay Policy	Please contact school business Manager maria.hughes@compass-school.net	Free
Records management (Information security policies)	Compass School - Policies (compass-school.co.uk)	Free

Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies	Please contact school business Manager maria.hughes@compass-school.net	Free
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	Compass School - Curriculum (compass-school.co.uk)	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Please contact school business Manager maria.hughes@compass-school.net	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Please contact school business Manager maria.hughes@compass-school.net	Free
Asset register and Information Asset register	Please contact school business Manager maria.hughes@compass-school.net	Free
Any information we are currently legally required to hold in publicly available registers	Please contact school business Manager maria.hughes@compass-school.net	Free
Class 7 – The services we offer 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)	

Current information only		
Services for which we are entitled to recover a fee, together with those fees	Please contact school business Manager maria.hughes@compass-school.net	Charge calculated on request
Requests for paper copies of information	Please contact school business Manager maria.hughes@compass-school.net	Free
Our publications, leaflets, books and newsletters	Please contact school business Manager maria.hughes@compass-school.net	Charge calculated on request
Additional Information Any information that is not itemised in the lists above		

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 @ 5p per sheet (black & white)	Actual cost
	Photocopying @ 7p 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	Admin fees	Maximum of £25 an hour up to 18 hours.