



# ORCHARD

—Community Trust—

## PUBLISHED GUIDE TO INFORMATION

INFORMATION	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)</b>		
Who's who in the Trust	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
Who's who on the governing body and the basis of their appointment	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
Instrument of Government / Articles of Association	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
Staffing structure	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
School session times and term dates	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
Address of school and contact details, including email address	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
<b>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)</b>		
Annual budget plan and financial statements	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
Capital funding	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
Financial audit reports	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
Procurement and contracts the trust has entered into.	<b>Hard copy:</b> available upon request – contact Trust office	5p per page

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Pay policy	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
Staffing, pay and grading structure.	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
<b>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)</b>		
School profiles (if any)	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a>	Free
And in all cases: <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>the latest Ofsted report</li> </ul>	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
Performance management policy and procedures adopted by the Trust board	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
Trust's future plans; for example, proposals for and any consultation on the future of the MAT.	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
Safeguarding and child protection	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
<b>Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)</b>		
Admissions policy/ decisions (not individual admission decisions)	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
Agendas and minutes of meetings of the Trust board and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page
<b>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 trust is required to have by statute or by its funding agreement or equivalent, or by government. These will include policies and procedures for handling information requests)</b>		
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> </ul>	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a> <b>Hard copy:</b> available upon request – contact Trust office	Free 5p per page

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<ul style="list-style-type: none"> <li>data protection (including information sharing policies)</li> </ul>		
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.	<b>Hard copy:</b> available upon request – contact Trust office	5p per page
<b>Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)</b>		
Any information the school is currently legally required to hold in publicly available registers	<b>Inspection only:</b> – contact Trust office	5p per page
<b>Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)</b>		
Extra-curricular activities	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a>  <b>Hard copy:</b> available upon request – contact individual school offices	Free  5p per page
Out of school clubs	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a>  <b>Hard copy:</b> available upon request – contact individual school offices	Free  5p per page
Services for which the Trust is entitled to recover a fee, together with those fees	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a>  <b>Hard copy:</b> available upon request – contact Trust office	Free  5p per page
School publications, leaflets, books and newsletters	<b>Website:</b> available via <a href="http://www.orchardct.org.uk">www.orchardct.org.uk</a>  <b>Hard copy:</b> available upon request – contact individual school offices	Free  5p per page

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	*5p per page
	Postage	*Current rate of Royal Mail standard 2 <sup>nd</sup> class
*Amounting to actual cost incurred by the public authority.		

Approved by Trustees.

Approved: 23.05.2019.

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