



The Gillford Centre

FREEDOM OF INFORMATION PUBLICATION SCHEME

2022

Approved by¹	
Name:	Peter McGaw
Position:	Chair of Management Committee
Signed:	
Date:	September 2022
Review date²:	September 2023

Freedom of Information

Guide to information available from The Gillford Centre under the model publication scheme

We referred to the Information Commissioner’s Office (ICO) [‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/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. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).</p>	https://www.thegillfordcentre.co.uk/contact	Free
Head teacher’s contact details.	https://www.thegillfordcentre.co.uk/contact	Free
Who’s who in the school/academy.	https://www.thegillfordcentre.co.uk/page/meet-the-team/51609	Free
Who’s who on the management committee and selection criteria for appointment.	https://www.thegillfordcentre.co.uk/page/management-committee/51953	Free
Management Committee’s contact details.	https://www.thegillfordcentre.co.uk/page/management-committee/51953	Free
Instrument of Government/Articles of Association.	https://www.thegillfordcentre.co.uk/page/management-committee/51953	Free

The Gillford Centre Freedom of Information Publication Scheme

Current information to be published	How you can obtain information	Cost
School session times and term dates	https://www.thegillfordcentre.co.uk/page/the-school-day/129018 https://www.thegillfordcentre.co.uk/page/term-dates/51637	Free
Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.	Hard copy: available upon request - contact school	5p per copy
Annual budget and financial statements.	Hard copy: available upon request - contact school	5p per copy
Capital funding.	Hard copy: available upon request - contact school	5p per copy
Financial audit reports.	Hard copy: available upon request - contact school	5p per copy
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard copy: available upon request - contact school	5p per copy
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard copy: available upon request - contact school	5p per copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy: available upon request - contact school	5p per copy

The Gillford Centre Freedom of Information Publication Scheme

Current information to be published	How you can obtain information	Cost
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hard copy: available upon request - contact school	5p per copy
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Hard copy: available upon request - contact school	5p per copy
Details of any premiums we receive such as Pupil premium.	https://www.thegillfordcentre.co.uk/page/pupil-premium/51630 https://www.thegillfordcentre.co.uk/page/pe-and-sports-premium/51628	Free
Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Hard copy: available upon request - contact school	5p per copy
Annual Report.	Hard copy: available upon request - contact school	5p per copy
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	https://reports.ofsted.gov.uk/provider/22/112095 Hard copy: available upon request - contact school	5p per copy
Exam and assessment results.	https://www.thegillfordcentre.co.uk/page/exam-results/52012	Free
Performance tables		
Careers programme information	https://www.thegillfordcentre.co.uk/page/careers/123455	Free

The Gillford Centre Freedom of Information Publication Scheme

Current information to be published	How you can obtain information	Cost
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	https://www.thegillfordcentre.co.uk/page/alternative-provision/99341 Hard copy: available upon request - contact school	5p per copy
Our school profile and performance data supplied to the Government (GIAS)	https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/112095	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Hard copy: available upon request - contact school	5p per copy
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy: available upon request - contact school	5p per copy
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	https://www.thegillfordcentre.co.uk/page/policies/51951 Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957	5p per copy
Agendas and minutes of meetings of the management committee meetings	https://www.thegillfordcentre.co.uk/page/management-committee/51953 Hard copy: available upon request - contact school	5p per copy

The Gillford Centre Freedom of Information Publication Scheme

Current information to be published	How you can obtain information	Cost
<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>	<p>https://www.thegillfordcentre.co.uk/page/policies/51951</p> <p>Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957</p>	<p>5p per copy</p>
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>https://www.thegillfordcentre.co.uk/page/policies/51951</p> <p>Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957</p>	<p>5p per copy</p>
<p>Safeguarding and child protection, including protecting children’s personal data.</p>	<p>https://www.thegillfordcentre.co.uk/page/policies/51951</p> <p>Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957</p>	<p>5p per copy</p>
<p>Equality and Diversity.</p>	<p>https://www.thegillfordcentre.co.uk/page/policies/51951</p> <p>Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957</p>	<p>5p per copy</p>
<p>Policies and procedures relating to recruitment and human resources.</p>	<p>https://www.thegillfordcentre.co.uk/page/policies/51951</p> <p>Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957</p>	<p>5p per copy</p>
<p>Special educational needs and disability.</p>	<p>https://www.thegillfordcentre.co.uk/page/send/52009</p> <p>Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957</p>	<p>5p per copy</p>

The Gillford Centre Freedom of Information Publication Scheme

Current information to be published	How you can obtain information	Cost
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	https://www.thegillfordcentre.co.uk/page/policies/51951 Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957	5p per copy
Pay Policy	Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957	5p per copy
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	https://www.thegillfordcentre.co.uk/page/policies/51951 Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957	5p per copy
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	https://www.thegillfordcentre.co.uk/page/policies/51951 Hard copies of policies can be obtained from the school office by visiting in person or by ringing 01228226957	5p per copy
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	Hard copy: available upon request - contact school	5p per copy
Curriculum circulars and statutory instruments	Hard copy: available upon request - contact school	5p per copy
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Hard copy: available upon request - contact school	5p per copy

The Gillford Centre Freedom of Information Publication Scheme

Current information to be published	How you can obtain information	Cost
Disclosure logs i.e., information provided in response to FOIA requests	Hard copy: available upon request - contact school	5p per copy
Asset register and Information Asset register	Hard copy: available upon request - contact school	5p per copy
Any information we are currently legally required to hold in publicly available registers	Hard copy: available upon request - contact school	5p per copy
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	https://www.thegillfordcentre.co.uk/	Free
Extra-curricular activities	https://www.thegillfordcentre.co.uk/	Free
Additional Information Any information that is not itemised in the lists above		

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

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