

Published guide to information

Information	How the information can be obtained	Cost
Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: https://www.northwood-school.org.uk/contact-us/ Hard copy: available upon request - contact school	Free 2p per page
Who's who on the governing body and the basis of their appointment	Website: https://www.northwood-school.org.uk/about-us/governance/ Hard copy: available upon request - contact school	Free 2p per page
Instrument of Government / Articles of Association	Website: https://www.northwood-school.org.uk/wp-content/uploads/2023/09/22-23-Local-Governors-Members-Appointments-Declarations-of-Interests-Attendance-at-Meetings-and-Expenses-Reimbursed-1-September-2022-to-31-August-2023.pdf Hard copy: available upon request - contact school	Free 2p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://www.northwood-school.org.uk/about-us/governance/ Hard copy: available upon request - contact school	Free 2p per page
School session times and term dates	Website: https://www.northwood-school.org.uk/key-information/term-dates/ Website: https://www.northwood-school.org.uk/key-information/school-day/ Hard copy: available upon request - contact school	Free 2p per page

Address of school and contact details, including email address	Website: https://www.northwood-school.org.uk/contact-us/ Hard copy: available upon request - contact school	Free 2p per page
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Information	How the information can be obtained	Cost
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 budget plan and financial statements	Website: https://www.qedacademytrust.org.uk/Company-Information/ Hard copy: available upon request - contact QED Academy Trust	2p per page
Capital funding	Website: https://www.qedacademytrust.org.uk/Company-Information/ Hard copy: available upon request - contact QED Academy Trust	2p per page
Financial audit reports	Website: https://www.qedacademytrust.org.uk/Company-Information/ Hard copy: available upon request - contact QED Academy Trust	2p per page
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	Website: https://www.qedacademytrust.org.uk/Company-Information/ Hard copy: available upon request - contact QED Academy Trust	2p per page

Pupil premium funding we receive and how we spend it.	Website: https://www.northwood-school.org.uk/about-us/pupil-premium/ Hard copy: available upon request - contact school	2p per page
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Information	How the information can be obtained	Cost
What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
<ul style="list-style-type: none"> the latest Ofsted report post-inspection action plan 	Website: https://www.northwood-school.org.uk/about-us/ofsted/ Hard copy(ies): available upon request - contact school	Free 2p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request - contact school	2p per page
Performance data or a direct link to it	Website: https://www.northwood-school.org.uk/about-us/exam-results/ Hard copy: available upon request - contact school	Free 2p per page

Safeguarding and child protection	Website: https://www.northwood-school.org.uk/about-us/policies/ Hard copy: available upon request - contact school	Free 2p per page
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.northwood-school.org.uk/about-us/policies/ Hard copy: available upon request - contact school	Free 2p per page
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)		
Information	How the information can be obtained	Cost
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 policies) 	Website: https://www.northwood-school.org.uk/about-us/policies/ Hard copy: available upon request - contact school	Free 2p per page
Careers programme information	Website: https://www.northwood-school.org.uk/personal-development/careers-education-to-inc-year-11-next-steps/ Hard copy: available upon request - contact school	Free 2p per page

Complaints procedures, including for dealing with parental complaints	Website: https://www.northwood-school.org.uk/about-us/policies/ Hard copy: available upon request - contact school	Free 2p per page
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see 'How to complete the Guide to information').	Website: https://www.northwood-school.org.uk/about-us/policies/ Hard copy: available upon request - contact school	Free 2p per page
Lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum policy	Website: https://www.northwood-school.org.uk/about-us/policies/ Hard copy: available upon request - contact school	Free 2p per page
CCTV location	Freedom of information request - contact school	Free
Disclosure logs	Freedom of information request - contact school	Free
Asset register	Freedom of information request - contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Freedom of information request - contact school	Free
The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	Website: https://www.northwood-school.org.uk/personal-development/extra-curricular-timetable/ Hard copy: available upon request - contact school	Free 2p per page

Information	How the information can be obtained	Cost
School publications, leaflets, books and newsletters	Hard copy: available upon request - contact school	Free