

Freedom of Information

The Freedom of Information Act 2000 requires all public authorities (including schools) to adopt and maintain a publication scheme. The Aspire Schools Trust has adopted, without modification, the ICO Model Publication Scheme. Please [click here](#) to download the Model Publication Scheme from the ICO website.

Guide to Information

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's Who in the School, including structure	Website: http://www.bassingham.school.org Hard copy: available on request – contact school	Website: Free Hard Copy: See page 5 for pricing
Who's who on the governing body / board of governors and the basis of their appointment	Website: http://www.bassingham.school.org Website: https://www.aspireschoolstrust.org/members-trustees/ Hard copy: available on request – contact school	
Instrument of Government / Articles of Association	Website: https://www.aspireschoolstrust.org/governance/ Hard copy: available on request – contact school	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: http://www.bassingham.school.org Hard copy: available on request – contact school	
School prospectus	Website: http://www.bassingham.school.org Hard copy: available on request – contact school	
An outline of the school Curriculum	Website: http://www.bassingham.school.org Hard copy: available on request – contact school	
School session times and term dates	Website http://www.bassingham.school.org Hard copy: available on request – contact school	
Address of school and contact details, including email address	Website: http://www.bassingham.school.org	

	Hard copy: available on request – contact school	
Class 2 – What we spend and how we spend it		
Financial Annual Report and Financial Statements (Final Accounts)	Website: https://www.aspireschoolstrust.org/governance/ Hard copy: available on request – contact school	Website: Free Hard Copy: See page 5 for pricing
Pay policy	Hard copy: available on request – contact school	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available on request – contact school	
Staffing, pay and grading structure.	Hard copy: available on request – contact school	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available on request – contact school	
Class 3 – What are our priorities and how are we doing		
The latest Ofsted report	Website: https://reports.ofsted.gov.uk Hard copy: available on request – contact school	
Performance management policy and procedures adopted by the governing body.	Hard copy: available on request – contact school	
Performance data	Website: http://www.bassingshamschool.org Website: https://www.compare-school-performance.service.gov.uk Website: https://www.gov.uk/school-performance-tables Hard copy: available on request – contact school	
Future Plans (located in the Financial Annual Report and Financial Statements(Final Accounts))	Website: https://www.aspireschoolstrust.org/governance/ Hard copy: available on request – contact school	
Safeguarding and child protection	Website: http://www.bassingshamschool.org Hard copy: available on request – contact school	
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: http://www.bassingshamschool.org	Website: Free

	Website: https://www.lincolnshire.gov.uk/schools-and-education/school-admissions/ Hard copy: available on request – contact school	Hard Copy: See page 5 for pricing
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy: available on request – contact school	
Class 5 – Our policies and procedures		
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) 	Hard copy: available on request – contact school	Website: Free Hard Copy: See page 5 for pricing
Behaviour Policy	Website: http://www.bassinghamschool.org Hard copy: available on request – contact school	
Capability Policy	Website: https://www.aspireschoolstrust.org	
Careers Programme Information	Not applicable	
Charging and Remission Policy	Website: https://www.aspireschoolstrust.org Hard copy: available on request – contact school	
Complaints	Website: http://www.bassinghamschool.org Hard copy: available on request – contact school	
Equality Objectives	Website: https://www.aspireschoolstrust.org Hard copy: available on request – contact school	
First Aid	Hard copy of Medical Policy: available on request – contact school	
Health & Safety	Hard copy: available on request – contact school	
Premises Management Policies	Hard copy: available on request – contact school	

Pupil Premium Plan and Review	Website: http://www.bassingham.school.org Hard copy: available on request – contact school	
Special Educational Needs and Disabilities (SEND), including Accessibility plan	Website: http://www.bassingham.school.org	
Staff Discipline, Conduct & Grievance	https://www.aspireschoolstrust.org Hard copy: available on request – contact school	
Early Years Foundation Policy	Website: http://www.bassingham.school.org	
Class 6 – Lists and Registers		
Any information the school is currently legally required to hold in publicly available registers	Inspection Only – Contact School	
Class 7 – The services we offer		
Extra-curricular activities	Website: http://www.bassingham.school.org Hard copy: available on request – contact school	Website: Free Hard Copy: See page 5 for pricing
School publications and newsletters	Website: http://www.bassingham.school.org Hard copy: available on request – contact school	

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 4p per sheet (black & white)	Actual cost
	Photocopying/printing @ 6p 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)	