

Information	How the information can be obtained	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	Website https://www.glebe.hillingdon.sch.uk/page/?title=Our+Staff&pid=24	Free Charge for hard copy
Who are the governing body	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Governor+Information&pid=33	Free Charge for hard copy
Instrument of Government	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Governor+Information&pid=33	Free Charge for hard copy
Contact details for the Headteacher, address of school and other contact details	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Contact+Us&pid=2	Free Charge for hard copy
Staffing Structure	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Our+Staff&pid=24	Free Charge for hard copy
School sessions and term dates	Website: https://www.glebe.hillingdon.sch.uk/page/?title=News+%26amp%3B+Activities&pid=56 https://www.glebe.hillingdon.sch.uk/page/?title=School+Times&pid=22	Free Charge for hard copy

Information	How the information can be obtained	Cost (minimum 5p a page*)
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
Capital funding	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
Financial audit reports	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
Expenditures of 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 office	Charge dependent on page numbers*
Procurement and contracts the school has entered in to and provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
Pay Policy	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual SLT or equivalent, whose salary is at least £60,000 per annum	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard Copy Available upon request – contact office	Charge dependent on page numbers*

Information	How the information can be obtained	Cost (minimum 5p a page*)
Class 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
School Profile • Data • DFE data • Ofsted report	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Ofsted&pid=55 https://www.glebe.hillingdon.sch.uk/page/?title=School+Performance&pid=158 https://www.gov.uk/school-performance-tables	Free Charge for hard copy
Performance Management policy and procedures	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
Safeguarding and Child Protection	Website https://www.glebe.hillingdon.sch.uk/page/?title=Safeguarding%2C+Complaints+%26amp%3B+Health+%26amp%3B+Safety+Policies&pid=98	Free Charge for hard copy

Information	How the information can be obtained	Cost
Class 4 – How we make decisions (decision-making processes and records of decisions)		
Admissions policy	Website https://www.glebe.hillingdon.sch.uk/page/?title=Admissions&pid=164	Free Charge for hard copy
Agendas and minutes of governing bodies and committees (this will not include information that is regarded as private)	Hard Copy Available upon request – contact office	Charge dependent on page numbers*

Information	How the information can be obtained	Cost
Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management including Data Protection	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
Charging regimes and policies	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Finance&pid=201	Free Charge for hard copy

Information	How the information can be obtained	Cost
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Hard Copy Available upon request – contact office	Charge dependent on page numbers*
CCTV details of overt footage by us	Information available on request	Dependent
Disclosure Logs	Inspection only	Free
Asset Register	Inspection only	Free

Information	How the information can be obtained	Cost
Class 7 – Services we offer		
Extra-curricular activities	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Clubs&pid=11	Free Charge for hard copy
Out of school clubs	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Clubs&pid=11	Free Charge for hard copy
School publications, leaflets, books and newsletter	Website: https://www.glebe.hillingdon.sch.uk/page/?title=Newsletters&pid=57	Free Charge for hard copy