



GUIDE TO INFORMATION AVAILABLE FROM PARADIGM TRUST (‘the Trust’)

Date of last review	January 2017	Date of next review	January 2022
Review period	Five years	Owner	OFC
Type of policy	Statutory		

SCHEDULE OF CHARGES

Information made available via the Trust's website is provided free of charge. Information which is provided in hard copy is subject to the following charges:

TYPE OF CHARGE	DESCRIPTION	CHARGE
Disbursement cost	Photocopying/printing (black & white)	10p per single sided page
	Photocopying/printing (colour)	20p per single sided page
	Postage	Actual cost of Royal Mail standard 2 nd class

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
Current information only	
Who's who in the school	Senior staff –website Other staff - hard copy
Who's who on the Board of Directors/committees of the Board/academy councils and the basis of their appointment	Website (academy councils – hard copy)
Articles of Association	Website
Contact details for chief executive/principals and for Board of Directors (via the Trust)	Website
Annual report and financial statements	Website
Staffing structure	Hard copy
School session times and term dates	Website
Addresses of schools and contact details	Website
Class 2 – What we spend and how we spend it	
Current and previous financial year	
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £2000 – published at least annually	Hard copy
Procurement and contracts the Trust has entered into	Hard copy
Pay policy	Hard copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to	Hard copy

individual senior staff members (senior leadership team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	
Staffing, pay and grading structure (salaries for senior staff in bands of £10,000; for more junior posts, by salary range)	Hard copy
Directors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy
Class 3 – What our priorities are and how we are doing	
Current information only	
<ul style="list-style-type: none"> • Performance data supplied to the English government • The latest Ofsted report • Post-inspection action plan 	Website Website Hard copy
Performance management policy and procedures adopted by the Directors	Hard copy
Performance data	Website
The Trust's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy
Safeguarding and child protection policy	Hard copy
Class 4 – How we make decisions	
Current and previous three years	
Admissions policy/decisions (not individual admission decisions)	Hard copy
Agendas and minutes of meetings of the Trust Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy
Class 5 – Our policies and procedures	
Current information only	
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
Charging regimes and policies	Website
Class 6 – Lists and Registers	

Currently maintained lists and registers only (this does not include the attendance register)	
Curriculum documents	Website or hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
Class 7 – The services we offer	
Current information only	
Extra-curricular activities	Hard copy
Out of school clubs	Hard copy
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
School publications, leaflets, books and newsletters	Hard copy