



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

<b>Date of last review</b>	November 2024	<b>Date of next review</b>	November 2027
<b>Review period</b>	3 years	<b>Owner</b>	OFC
<b>Type of policy</b>	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
<b>Disbursement cost</b>	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 <sup>nd</sup> class

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
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
Articles of Association	Website
Contact details for chief executive/principals and for Board of Directors (via the Trust)	Website
Gender Pay Gap reporting	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
<b>Class 2 – What we spend and how we spend it</b>	
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 individual	Hard copy

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
Trade Union Facility Time Reporting	Hard Copy
Directors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Current information only	
<ul style="list-style-type: none"> <li>• Performance data supplied to the English government</li> <li>• The latest Ofsted report</li> <li>• Post-inspection action plan</li> </ul>	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
<b>Class 4 – How we make decisions</b>	
Current and previous three years	
Admissions policy/decisions (not individual admission decisions)	Policy (website) 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
<b>Class 5 – Our policies and procedures</b>	
Current information only	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website
Policies and procedures relating to recruitment and human resources	Hard copy
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website

Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• information security policies</li> <li>• records retention, destruction and archive policies</li> <li>• data protection (including information-sharing policies)</li> </ul>	Hard copy
Charging regimes and policies	Website
<b>Class 6 – Lists and Registers</b>	
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
CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
<b>Class 7 – The services we offer</b>	
Current information only	
Extra-curricular activities	Website/Hard copy
Out of school clubs	Website/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	Website/Hard copy