





Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: https://www.knightsfield.herts.sch.uk/ourteam/staff/ Hard copy: available on request – contact school	Free 5p per page
Who's who on the trustee body and the basis of their appointment	Website: https://www.knightsfield.herts.sch.uk/ourteam/members-and-trustees/ Hard copy: available on request – contact school	Free 5p per page
Articles of Association/Funding Agreement	Website: https://www.knightsfield.herts.sch.uk/about-us/statutory-information/ Hard copy: available on request – contact school	Free 5p per page
Contact details for the Headteacher, via the school Contact details for Trustees	Website: https://www.knightsfield.herts.sch.uk/contact-us/ Website: https://www.knightsfield.herts.sch.uk/ourteam/members-and-trustees/ Hard copy: available on request – contact school	Free Free 5p per page
Staffing structure	Website: https://www.knightsfield.herts.sch.uk/ourteam/staff/ Hard copy: available on request – contact school	Free 5p per page
School term dates School session times	Website: https://www.knightsfield.herts.sch.uk/news-dates/term-dates/ Website: https://www.knightsfield.herts.sch.uk/news-dates/school-day/ Hard copy: available on request – contact school	Free Free 5p per page
Address of school and contact details, including email addresses	Website: https://www.knightsfield.herts.sch.uk/contact-us/ Hard copy: available on request – contact school	Free 5p per page
		

Information	How the information can be obtained	Cost
Class two: 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	Hard copy: available upon request – contact school	5p per page
Capital funding	Hard copy: available upon request – contact school	5p per page
Financial Audit reports	Hard copy: available upon request – contact school	5p per page
Details of expenditure items over £2000 – published at least annually	Hard copy: available upon request – contact school	5p per page
Procurement and contracts the school has entered into	Hard copy: available upon request – contact school	5p per page
Pay Policy	Hard copy: available upon request – contact school	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff in bands of £10,000; for more junior posts, by salary range	Hard copy: available upon request – contact school	5p per page
Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard copy: available upon request – contact school	5p per page
		

Information	How the information can be obtained	Cost
Class three; what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a min)		
The latest Ofsted inspection report	Website: https://reports.ofsted.gov.uk/provider/25/138485 Hard copy: available on request – contact school	Free 5p per page
School profile	Website: https://www.find-school-performance-data.service.gov.uk/school/138485/knightsfield-school	Free
Performance management policy and procedures	Hard copy: available on request – contact school	5p per page
The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available on request – contact school	5p per page
Safeguarding and child protection	Website: https://www.knightsfield.herts.sch.uk/wp-content/uploads/2022/11/Child-Protection-Policy-September-2022.pdf Hard copy: available on request – contact school	Free 5p per page
Class four: 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.knightsfield.herts.sch.uk/wp-content/uploads/2022/07/KS-Admissions-Policy-July-2022.pdf Hard copy: available on request – contact school	Free 5p per page
Agendas and minutes of meetings of the Trustee Body and its committees (N.B this will exclude information that is properly regarded as private to the meetings)	Hard copy: available on request – contact school	5p per page
		

Information	How the information can be obtained	Cost
Class five: 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 by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Cyber security policies • Records retention policies • Data protection policies 	Website: https://www.knightsfield.herts.sch.uk/about-us/policies/ Hard copy: available on request – contact school	Free 5p per page
Charging and Remissions policies	Website: https://www.knightsfield.herts.sch.uk/wp-content/uploads/2023/02/Charging-Remissions-Policy-March-2023.pdf Hard copy: available on request – contact school	Free 5p per page
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: https://www.knightsfield.herts.sch.uk/curriculum/subject-information/ Hard copy: available on request – contact school	Free 5p per page
Freedom of Information Disclosures log	Inspection only – contact the school	5p per page
Asset Register	Inspection only – contact the school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact the school	Free
		

Information		How the information can be obtained		Cost
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletter produced for the public and business) (current information only)				
Extra-curricular activities		Website: https://www.knightsfield.herts.sch.uk/news-dates/school-trips/ Hard copy: available on request – contact school		Free 5p per page
School publications, leaflets, books and newsletters		Website: https://www.knightsfield.herts.sch.uk/news-dates/newsletters/ Hard copy: available on request – contact school		Free 5p per page
Schedule of charges:				
Type of charge	Description	Basis of charge	Charge	
Disbursement costs	Photocopying/printing @ pence per sheet (black & white)	Actual cost	5 pence per sheet	
	Photocopying/printing @ pence per sheet (colour)	Actual cost	Not available	
	Postage	Actual cost of Royal Mail standard 2 nd class	£1.05	
Statutory Fee	In accordance with relevant legislation		Not applicable	
