



Published guide to information

<u>Information</u>	<u>How the information can be obtained</u>
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.thomasbuxton.towerhamlets.sch.uk/school-information/staff-list Hard copy: Upon request - please contact the school
Who's who on the governing board and the basis of their appointment	Website: https://www.thomasbuxton.towerhamlets.sch.uk/school-information/governing-body Hard copy: Upon request - please contact the school
Instrument of Government/Articles of Association	Website: https://www.thomasbuxton.towerhamlets.sch.uk/school-information/governing-body Hard copy: Upon request - please contact the school
Contact details for the Headteacher and for the governing board, via school (named contact where possible)	Website: https://www.thomasbuxton.towerhamlets.sch.uk/contact Hard copy: Upon request - please contact the school
Staffing structure	Website: https://www.thomasbuxton.towerhamlets.sch.uk/school-information/staff-list Hard copy: Upon request - please contact the school
School session times and term dates	Website: https://www.thomasbuxton.towerhamlets.sch.uk/ Hard copy: Upon request - please contact the school



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Address of school and contact details, including email address

Website:

<https://www.thomasbuxton.towerhamlets.sch.uk/contact>

Hard copy: Upon request - please contact the school



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Class Two: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, controls and financial audits) (current and previous financial year, as a minimum)	
Annual budget plan and financial statements	Hard copy: Upon request - please contact the school
Capital Funding	Hard copy: Upon request - please contact the school
Financial Audit Reports	Hard copy: Upon request - please contact the school
Details of expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly intervals where practical	Hard copy: Upon request - please contact the school
Procurement and contracts the school has entered into or information relating to/a link to information held by an organisation which has done so on its behalf (for example, Local Authority or diocese)	Hard copy: Upon request - please contact the school
Pay policy	Hard copy: Upon request - please contact the school
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy: Upon request - please contact the school



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<p>Staffing pay and grading structure. As a minimum, the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts by salary range.</p>	<p>Hard copy: Upon request - please contact the school</p>
<p>Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.</p>	<p>N/A</p>



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Class Three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)	
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report • Post-inspection action plan 	Website: https://www.thomasbuxton.towerhamlets.sch.uk/school-performance Hard copy: Upon request - please contact the school
Performance management policy and procedures adopted by the governing board	Hard copy: Upon request - please contact the school
Performance data or a direct link to it	Website: https://www.thomasbuxton.towerhamlets.sch.uk/school-performance Hard copy: Upon request - please contact the school
The school's future plans; for example, proposals for and any consultations on the future of the school, such as a change in status	Hard copy: Upon request - please contact the school
Safeguarding and child protection	Website: https://www.thomasbuxton.towerhamlets.sch.uk/parents-and-carers/safeguarding-children Hard copy: Upon request - please contact the school



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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.thomasbuxton.towerhamlets.sch.uk/school-information/admissions Hard copy: Upon request - please contact the school
Agendas and minutes of meeting of the governing board and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: Upon request - please contact the school

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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 equivalent, 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"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website: https://www.thomasbuxton.towerhamlets.sch.uk/school-information/data-protection Hard copy: Upon request - please contact the school
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information")	Website: https://www.thomasbuxton.towerhamlets.sch.uk/policies/charging Hard copy: Upon request - please contact the school



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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.thomasbuxton.towerhamlets.sch.uk/school-information/curriculum Website: https://www.thomasbuxton.towerhamlets.sch.uk/yeargroups Hard copy: Upon request - please contact the school
Disclosure logs	Inspection only – contact school
Asset register	Inspection only – contact school
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school



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Class Seven: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)	
Extra-curricular activities	Website: https://www.thomasbuxton.towerhamlets.sch.uk/parents-and-carers/clubs Website: https://www.thomasbuxton.towerhamlets.sch.uk/parents-and-carers/holiday-childcare-scheme Hard copy: Upon request - please contact the school
After school clubs	Website: https://www.thomasbuxton.towerhamlets.sch.uk/parents-and-carers/clubs Website: https://www.thomasbuxton.towerhamlets.sch.uk/parents-and-carers/holiday-childcare-scheme Hard copy: Upon request - please contact the school
Services for which the school is entitled to recover a fee, together with those fees	N/A
School publications, leaflets, books and newsletters	Website: https://www.thomasbuxton.towerhamlets.sch.uk/parents-and-carers/useful-leaflets Website: https://www.thomasbuxton.towerhamlets.sch.uk/news Hard copy: Upon request - please contact the school