

Class One - Who we are and what we do (Organisational information, structures and contacts; current information only)

Information to be published	How you can obtain the information?
Who's who in the school/college	<p>Website: Our School – Meet the staff https://www.firwoodhighschool.co.uk/staff</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Who's who on the governing body and the basis of their appointment	<p>Website: Woodbridge Trust - Governance Governance Firwood High School</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Who's who on the Trust Board and the basis of their appointment	<p>Website: https://www.woodbridgetrust.co.uk/governance</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Instrument of Government / Articles of Association	<p>Website: https://www.woodbridgetrust.co.uk/governance</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Contact details for the Head Teacher/Head of School/Head of Service/College Principal and the governing body	<p>Website: Contact form bottom of home page & Woodbridge Trust – Governance https://www.firwoodhighschool.co.uk/ https://www.firwoodhighschool.co.uk/copy-of-governance</p>

	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
School/College prospectus	<p>Website: Students & Families - Transition https://www.firwoodhighschool.co.uk/about-1-1</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
School/College session and term dates	<p>Website: Our school – Firwood School Day Students & Families – Holiday list https://www.firwoodhighschool.co.uk/students</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Class Two – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit; current and previous financial year as a minimum)</p>	
Information to be published	How you can obtain the information?
Annual budget and financial statements	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Annual accounts	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Capital funding	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Financial Audits reports	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>

Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard Copy – available upon request – please contact school. Please see below for charges
Publication of Executive pay	Website: https://www.woodbridgetrust.co.uk Hard Copy – available upon request – please contact school. Please see below for charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard Copy – available upon request – please contact school. Please see below for charges
Procurement and contracts we have entered into	Hard Copy – available upon request – please contact school. Please see below for charges
Details of any premiums we receive such as Pupil premium.	Hard Copy – available upon request – please contact school. Please see below for charges
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)	
Information to be published	How you can obtain the information?
Annual Report	Website: https://www.woodbridgetrust.co.uk Hard Copy – available upon request – please contact school. Please see below for charges
Latest reports from Ofsted	Website: Our School – Ofsted https://www.firwoodhighschool.co.uk/

	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Exam and assessment results	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Performance tables (Pupil progress within Annual Report)	<p>Website:</p> <p>https://www.woodbridgetrust.co.uk</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Careers programme information	<p>Website: Academic Curriculum – Careers Programme</p> <p>https://www.firwoodhighschool.co.uk/careers-programme</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
The school's/college's future plans; for example, proposals for and any consultation on the future of our school/academy, such as a change in status.	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
School/college profile and performance data supplied to the Government	<p>Website: Our School – School performance table</p> <p>https://www.firwoodhighschool.co.uk/</p> <p>Get Information about Schools - GOV.UK</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Safeguarding Policy Accessibility Policy Equality Policy	<p>Website: Our School – Policies</p> <p>https://www.firwoodhighschool.co.uk/policies</p>

	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Class Four – How we make decisions (Decision making processes and records of decisions; current and previous three years as a minimum)</p>	
Information to be published	How you can obtain the information?
Admissions policy and, where applicable, admission decisions	<p>Website: Students & Families- Admissions & Our School – Policies</p> <p>https://www.firwoodhighschool.co.uk/policies</p> <p>https://www.firwoodhighschool.co.uk/students</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Class Five – Our policies and procedures. Current written protocols, policies and procedures for delivering our services and responsibilities. School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc: current information only)</p>	
Information to be published	How you can obtain the information?
Safeguarding policy	<p>Website: Our School – Policies</p> <p>https://www.firwoodhighschool.co.uk/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Equality and Diversity	<p>Website: Our School – Policies</p>

	<p>https://www.firwoodhighschool.co.uk/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Policies and procedures relating to recruitment and human resources	<p>Website:</p> <p>https://www.woodbridgetrust.co.uk</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Special Educational Needs	<p>Website: Our School – Policies</p> <p>https://www.firwoodhighschool.co.uk/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Complaints policies	<p>Website: Our School – Policies</p> <p>https://www.firwoodhighschool.co.uk/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Records management (Information security policies)	<p>Website: Our School – Policies</p> <p>https://www.firwoodhighschool.co.uk/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Charging regimes and policies	<p>Website: Our School – Policies</p> <p>https://www.firwoodhighschool.co.uk/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>

Class Six – Lists and Registers. (currently maintained lists and registers only; this does not include the attendance register)

Information to be published	How you can obtain the information?
Curriculum circulars and statutory instruments	<p>Website: Academic Curriculum Home Firwood High School Learning Without Limits https://www.woodbridgetrust.co.uk</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us	<p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	<p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Asset register and Information Asset register	<p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Any information we are currently legally required to hold in publicly available registers	<p>Hard Copy – available upon request – please contact school. Please see below for charges</p>

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)

Information to be published	How you can obtain the information?
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School/College publications,
leaflets, books and newsletters

Website: Students & Families – Firwood News

<https://www.firwoodhighschool.co.uk/firwood-news>

Hard Copy – available upon request – please
contact school.

Please see below for charges

Schedule of Charges

Applicants may be expected to meet the postage costs. The cost of an A4 photocopy or printed sheet will be charged at 10p for black and white and 50p colour per A4 sheet and postal costs will be based on current Royal Mail charges.