

Friern Barnet School Published Guide to Information

Information	How the Information can be obtained	Cost
Class one: Who are we and what we do (organisational information, structures and contact) (Current information only)		
Who's who in the school	Website: https://www.friern.barnet.sch.uk/about-us/staff/ Hard copy: available on request – contact school	Free 5p per page
Who's who on the Governing Body and the basis of their appointment	Website: https://www.friern.barnet.sch.uk/about-us/governor-information/ Hard copy: available on request – contact school	Free 5p per page
Instrument of Governance / Articles of Association / Register of Interests	Website: https://www.friern.barnet.sch.uk/about-us/governor-information/ Hard copy: available on request – contact school	Free 5p per page
Contact details for the Headteacher and the governing body, via the school (named contacts where possible)	Website: https://www.friern.barnet.sch.uk/contact-us/ Hard copy: available on request – contact school	Free 5p per page
Staffing structure	Website: https://www.friern.barnet.sch.uk/about-us/staff/contacting-members-of-staff/ Hard copy: available on request – contact school	Free 5p per page
School session times and term dates	Website: https://www.friern.barnet.sch.uk/parents-and-students/the-school-day/ Website: https://www.friern.barnet.sch.uk/about-us/term-dates/ Hard copy: available on request – contact school	Free Free 5p per page
Address of school and contact details, including email address	Website: https://www.friern.barnet.sch.uk/contact-us/ Hard copy: available on request – contact school	Free 5p per page
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 on request – contact school	5p per page
Capital funding	Hard copy: available on request – contact school	5p per page
Financial audit reports	Hard copy: available on request – contact school	5p per page
Details of expenditure over £2000 – published at least annually, but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available on request – contact school	5p per page
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, a local authority or diocese)	Hard copy: available on request – contact school	5p per page
Pay policy	Hard copy: available on request – contact school	5p per page

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior members of staff (SLT or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy: available on request – contact school	5p per page
Staff pay and grading structure. As a minimum the pay information should include salaries for senior staff (SLT or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy: available on request – contact school	5p per page
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy: available on request – contact school	5p per page
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)	Website: https://www.friern.barnet.sch.uk/	Free
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.friern.barnet.sch.uk/about-us/examinations/exam-results-and-performance-table/ Website: https://www.compare-school-performance.service.gov.uk/school/101345/friern-barnet-school/secondary Website: https://www.friern.barnet.sch.uk/about-us/ofsted/ Hard copies: Available on request – contact school	Free Free Free 5p per copy
Performance management policy and procedures adopted by the governing body	Hard copy: Available on request – contact school	5p per copy
The school's future plans; for example, proposals for and any consultation in the future of the school, such as a change in status	Hard copy: Available on request – contact school	5p per copy
Safeguarding and child protection	Website: https://www.friern.barnet.sch.uk/about-us/policies-and-procedures/	Free
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.friern.barnet.sch.uk/admissions/mainstream-admissions/ Hard copy: Available on request – contact school	Free 5p per copy
Agendas and minutes of meetings of the Governing Body and its committees (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy: Available on request – contact school	5p per copy
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 data requests)		

Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction or archive policies Data protection (including information sharing policies) 	Website: https://www.friern.barnet.sch.uk/about-us/privacy-notice/ Website: https://www.friern.barnet.sch.uk/about-us/policies-and-procedures/ Hard copy: Available on request – contact school	Free Free 5p a copy
Charging regimes and policies This should include details of any statutory charging regimes. Charging regimes 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.	Website: https://www.friern.barnet.sch.uk/about-us/policies-and-procedures/ Hard copy: Available on request – contact school (Charging and Remissions Policy)	Free 5p a copy
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.friern.barnet.sch.uk/curriculum/ Hard copy: Available on request – contact school	Free 5p a copy
Disclosure Logs	Inspection only – contact school	Free
Asset Register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publically available registers	Inspection only – contact school	Free
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.friern.barnet.sch.uk/parents-and-students/extra-curricular-clubs/ Hard copy: available on request – contact school	Free 5p per page
Out of school clubs	Website: https://www.friern.barnet.sch.uk/parents-and-students/extra-curricular-clubs/ Hard copy: available on request – contact school	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.friern.barnet.sch.uk/about-us/policies-and-procedures/ (Charging and Remissions Policy) Website: https://www.friern.barnet.sch.uk/assets/Conditions-of-Hire-2023.pdf (Lettings – Conditions of Hire) Hard copy: available on request – contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website: https://www.friern.barnet.sch.uk/news-and-community/ Website: https://www.friern.barnet.sch.uk/news-and-community/ Website: https://www.friern.barnet.sch.uk/news-and-community/newsletters/ Hard copy: available on request – contact school	Free 5p per page