



Gilbert Inglefield Academy



GUIDE TO INFORMATION AVAILABLE UNDER THE ICO MODEL PUBLICATION SCHEME

The school must respond as soon as possible, and in any event, within 20 working days of the date of receipt of a Freedom of Information Act request. When calculating the 20 working day deadline, a "working day" is a school day (one when students are in attendance), subject to an absolute maximum of 60 normal working days (any day excluding Saturdays, Sundays or bank holidays) to respond.

Requests should be submitted in writing by email dpo@gilbertinglefield.com or letter to the Head Teacher.

Date of guide: June 2024

Class 1 - Who we are and what we do <i>Information about us; our structures, locations and contacts</i>	
Contact details for the school/academy, postal and email address (if used)	https://www.gilbertinglefield.com/Contact-Us/ Hard copy: available on request. Please contact the school.
Head teacher's contact details	Miss C. O'Callaghan Gilbert Inglefield Academy Vandyke Road Leighton Buzzard LU7 3FU Tel: 01525 372266 head@gilbertinglefield.com Hard copy: available on request. Please contact the school.
Who's who in the school/academy	Gilbert Inglefield Academy - Our Staff 2023-2024 Hard copy: available on request. Please contact the school.
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	https://www.gilbertinglefield.com/About-us-/Governors/ https://www.gilbertinglefield.com/Contact-Us/ Hard copy: available on request. Please contact the school.
Trustees' who's who and contact details	https://www.gilbertinglefield.com/About-us-/Governors/ Hard copy: available on request. Please contact the school.
Articles of Association	https://www.gilbertinglefield.com/About-us-/Academy-Trust-Information/ Hard copy: available on request. Please contact the school.
School/academy session times and term dates	School day: https://www.gilbertinglefield.com/Our-School-Day/ Term dates: https://www.gilbertinglefield.com/News/Term-Dates/ Hard copy: available on request. Please contact the school.

Class 2 – What we spend and how we spend it <i>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</i>	
Annual budget plan and financial statements	
Annual accounts	https://www.gilbertinglefield.com/About-us-/Academy-Trust-Information/ Hard copy: <i>available on request. Please contact the school.</i>
Capital funding	https://www.gilbertinglefield.com/About-us-/Academy-Trust-Information/ Hard copy: <i>available on request. Please contact the school.</i>
Financial audit reports	https://www.gilbertinglefield.com/About-us-/Academy-Trust-Information/ Hard copy: <i>available on request. Please contact the school.</i>
Details of expenditure items over £5000 (larger schools)]	Hard copy: <i>available on request. Please contact the school.</i>
Staff pay – details of senior staff salaries in bands of £5,000	Hard copy: <i>available on request. Please contact the school.</i>
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: <i>available on request. Please contact the school.</i>
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard copy: <i>available on request. Please contact the school.</i>
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: <i>available on request. Please contact the school.</i>
Procurement and contracts we have entered into	Hard copy: <i>available on request. Please contact the school.</i>
Details of any premiums we receive (Pupil Premium and PE & Sport Premium)	https://www.gilbertinglefield.com/Learning/Pupil-Premium/ https://www.gilbertinglefield.com/Learning/Primary-PE-Sport-Funding/ Hard copy: <i>available on request. Please contact the school.</i>
Class 3 – What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>	
Annual Report	Hard copy: <i>available on request. Please contact the school.</i>
Latest report from Ofsted	https://www.gilbertinglefield.com/About-us-/OFSTED-report/ Hard copy: <i>available on request. Please contact the school.</i>
<ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan 	

Exam and assessment results	Gilbert Inglefield Academy - Our Academic Achievement Hard copy: available on request. Please contact the school.
Performance tables	https://www.gilbertinglefield.com/School-and-College-Performance-Tables/
Careers programme information	https://www.gilbertinglefield.com/Learning/Careers-Information/ Hard copy: available on request. Please contact the school.
The school's/academy's future plans; e.g. proposals for and any consultation on the future of the school/academy, such as a change in status	Hard copy: available on request. Please contact the school.
School profile and performance data supplied to the Government	https://www.gilbertinglefield.com/School-and-College-Performance-Tables/
Data Protection Impact Assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant	Hard copy: available on request. Please contact the school.
Class 4 – How we make decisions	
Decision making processes and records of decisions	
Admissions policy	https://www.gilbertinglefield.com/Admissions/ Hard copy: available on request. Please contact the school.
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it	Hard copy: available on request. Please contact the school.
Class 5 – Our policies and procedures	
<i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>	
School policies and other documents, such as behaviour policy, anti-bullying policy, e-Safety, values and ethos etc.	https://www.gilbertinglefield.com/Policies/ Hard copy: available on request. Please contact the school.
Safeguarding and child protection, including protecting children's personal data	https://www.gilbertinglefield.com/Policies/ Hard copy: available on request. Please contact the school.
Equality and Diversity	https://www.gilbertinglefield.com/Policies/ Hard copy: available on request. Please contact the school.
Policies and procedures relating to recruitment and human resources	Hard copy: available on request. Please contact the school.
Special educational needs	https://www.gilbertinglefield.com/Policies/ Hard copy: available on request. Please contact the school.
Complaints policies and procedures	https://www.gilbertinglefield.com/Policies/ Hard copy: available on request. Please contact the school.

Pay Policy	Hard copy: <i>available on request. Please contact the school.</i>
Records management	https://www.gilbertinglefield.com/Policies/ Hard copy: <i>available on request. Please contact the school.</i>
Data protection	https://www.gilbertinglefield.com/Policies/ Hard copy: <i>available on request. Please contact the school.</i>
Charging regimes and policies	https://www.gilbertinglefield.com/Policies/ Hard copy: <i>available on request. Please contact the school.</i>
Class 6 – Lists and Registers	
<i>Currently maintained lists and registers only (this does not include the attendance register)</i>	
Curriculum circulars and statutory instruments	Hard copy: <i>available on request. Please contact the school.</i>
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy: <i>available on request. Please contact the school.</i>
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Hard copy: <i>available on request. Please contact the school.</i>
Asset register and Information Asset register	Hard copy: <i>available on request. Please contact the school.</i>
Any information we are currently legally required to hold in publicly available registers	Hard copy: <i>available on request. Please contact the school.</i>
Class 7 – The services we offer	
<i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i>	
Extra-curricular activities	https://www.gilbertinglefield.com/Extra-Curricular-Clubs-Activities/ Hard copy: <i>available on request. Please contact the school.</i>
Services for which we are entitled to recover a fee, together with those fees	https://www.gilbertinglefield.com/docs/policies/LETTINGS_POLICY.pdf Hard copy: <i>available on request. Please contact the school.</i>
Requests for paper copies of information	Please contact the school office@gilbertinglefield.com
Our publications, leaflets, books and newsletters	https://www.gilbertinglefield.com/News/Newsletters/ Hard copy: <i>available on request. Please contact the school.</i>

Schedule of charges for photocopying, postage and statutory fees

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @5.5p per sheet (black & white)	Actual cost incurred
	Photocopying @13p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fees		In accordance with the relevant legislation