



The Forge School Published Guide

Updated: September 2025

Governor Approval: Pending

Review date: July 2026

Information	How the information can be obtained	Cost
Class 1: Who we are and what we do (organisational information, structures, locations and contracts – current information only)		
Who's who in the school	On the school website: <ul style="list-style-type: none">About	Free electronically

	<ul style="list-style-type: none"> ○ Staff List <ul style="list-style-type: none"> ▪ Under 'Our Staff' 	
Who's on the Governing Body (management committee) and the basis of their appointment	On the school website: <ul style="list-style-type: none"> • About <ul style="list-style-type: none"> ○ Staff List <ul style="list-style-type: none"> ▪ Under 'Forge Governors' 	Free electronically
Instrument of Government / Articles of Association	On the school website: <ul style="list-style-type: none"> • About <ul style="list-style-type: none"> ○ Governance <ul style="list-style-type: none"> ▪ Instrument of Government 	Free electronically
Contact details for the Headteacher and for the governing body via the school	On the school website: <ul style="list-style-type: none"> • Contact <ul style="list-style-type: none"> ○ Get in Touch <ul style="list-style-type: none"> ▪ Choose appropriate method 	Free electronically
Staffing structure	On the school website: <ul style="list-style-type: none"> • About <ul style="list-style-type: none"> ○ Staff List <ul style="list-style-type: none"> ▪ Under 'Our Staff' 	Free electronically
School session times	On the school website: <ul style="list-style-type: none"> • Parents <ul style="list-style-type: none"> ○ The School Day 	Free electronically
Term dates	On the school website: <ul style="list-style-type: none"> • Parents <ul style="list-style-type: none"> ○ Term Dates 	Free electronically
Address of school and contact details including email address	On the school website: <ul style="list-style-type: none"> • Contact <ul style="list-style-type: none"> ○ Get in Touch <ul style="list-style-type: none"> ▪ Choose appropriate method 	Free electronically

Information	How the information can be obtained	Cost
Class 2: 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 two financial years)		
Annual budget plan and financial statements	Hard copy available from the school on request – contact the school	Charge

Capital funding	Hard copy available from the school on request – contact the school	Charge
Financial audit reports	Hard copy available from the school on request – contact the school	Charge
Details of expenditure for items over £5,000 – publish annually, or, if practical, on a quarterly or six-monthly interval	Hard copy available from the school on request – contact the school	Charge
Procurement and contracts – details of the procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard copy available from the school on request – contact the school	Charge
Staff allowances and expenses that can be incurred or claimed with totals paid to individual senior staff members by reference to categories – as a minimum, include, travel, subsistence and accommodation	Hard copy available from the school on request – contact the school	Charge
Staff pay and grading structure – as a minimum, the pay information should include salaries for senior staff in bands of £5,000 or for more junior posts, by salary bands	Hard copy available from the school on request – contact the school	Charge
Governors' allowances that can be incurred or claimed, and a record of the total payments made to individual governors	Hard copy available from the school on request – contact the school	Charge
Premiums or other forms of financial support available – provide details of any pupil premium funding you receive and how you spend it	On the school website: <ul style="list-style-type: none"> About <ul style="list-style-type: none"> Performance <ul style="list-style-type: none"> Pupil Premium <ul style="list-style-type: none"> Pupil Premium Strategy 	Free electronically

Information	How the information can be obtained	Cost
-------------	-------------------------------------	------

Class 3: What are our priorities and how are we doing (strategies, plans indicators, audits, inspections and reviews – current information as a minimum)		
School profile	Gov.uk website: The Forge Secondary Short Stay School - GOV.UK	Free electronically
Performance Data	On the school website: <ul style="list-style-type: none"> About <ul style="list-style-type: none"> Performance <ul style="list-style-type: none"> Achievement Overview 	Free electronically
Latest Ofsted Report	On the school website: <ul style="list-style-type: none"> About <ul style="list-style-type: none"> Governance <ul style="list-style-type: none"> Latest Ofsted Inspection Report 2024 	Free electronically
Post-inspection Plan	Hard copy available from the school on request – contact the school	Charge
Performance Management Policy and Procedures adopted by the Governing Body	Hard copy available from the school on request – contact the school	Charge
The school's future plans, for example, proposals and any consultation on the future of the school, such as a change in status	On the school website: <ul style="list-style-type: none"> Academy Conversion <ul style="list-style-type: none"> Consultation Information for Stakeholders Consultation Information for Parents and Carers 	Free electronically
Safeguarding & child protection	On the school website: <ul style="list-style-type: none"> Policies <ul style="list-style-type: none"> Safeguarding 	Free electronically

Information	How the information can be obtained	Cost
Class 4: How we make decisions (decision-making processes and records of decisions – current information as a minimum)		
Admissions policy / decisions (not individual admissions decisions)	On the school website: <ul style="list-style-type: none"> Policies <ul style="list-style-type: none"> Admissions Policy 	Free electronically
Agendas and minutes of meetings of governing body and its committees	Hard copy available from the school on request – contact the school	Charge

Information	How the information can be obtained	Cost
Class 5: Our policies and procedures (current written protocols policies and procedures for delivering our services and responsibilities – current information only: as a minimum, these 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 and security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	On the school website under the appropriate policy or information heading Hard copy available from the school on request – contact the school	Free electronically Charge
Charging regimes and policies This should include 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 relicensing the use of datasets, it should state in its guide how this is calculated.	On the school website under the appropriate policy or information heading Hard copy available from the school on request – contact the school	Free electronically Charge

Information	How the information can be obtained	Cost
Class 6: Lists and registers (currently maintained lists and registers only; this does not include attendance register)		
Curriculum circulars and statutory instruments	On the school website: <ul style="list-style-type: none"> • Curriculum 	Free electronically
Disclosure logs	Inspection only – contact the school	Free
Asset register	Inspection only – contact the school	Free
Any information the school is currently legally required	Inspection only – contact the school	Free

to hold in publicly available registers		
---	--	--

Information	How the information can be obtained	Cost
Class 7: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)		
Services for which the school charges a fee	On the school website: <ul style="list-style-type: none"> • Policies <ul style="list-style-type: none"> ○ Charging and remissions policy 	Free electronically