



Meldreth Primary School Guide to Information

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Hard copy or website	£
Who's who in the school	<u>School website</u>	Free
Who's who on the governing board, and the basis of their appointment		
Instrument of Government		
Contact details for the headteacher		
Contact details for the governing board		
The school prospectus		
The school's annual report		
The school's staffing structure		
School session times and term dates		
The school's address		
The school's contact details		
The school's email address		
The school website		
The names of key personnel		
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Hard copy or website	£
Annual budget plan and financial statements	Hard copy	staff time - charged at the flat rate of £25
Capital funding		
Financial audit reports		
Details of expenditure items over £5000 including costs, supplier and transaction information.		

Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA		per hour
The pay policy		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories		
The staffing, pay and grading structure		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors		
Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
The school profile	School website	Free
Performance data supplied to the government		
The latest Ofsted summary		
The latest Ofsted full report		
The latest post-inspection action plan		
The performance management policy and procedures		
The latest performance data		
The school's future plans		
The safeguarding and child protection policies and procedures		
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£
Admissions policy	School website	Free
Information pertaining to admissions decisions		
The governing board and its committees' agendas and meeting minutes		
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Capability of staff policy	School website	Free
Charging and remissions policy		
School behaviour policy		
Sex education policy		

Special educational needs (SEN) – SEN information report		
Teacher appraisal policy	Hard copy	staff time - £25 per hour
Teachers' pay policy	Hard copy	
Data protection policy	<u>School website</u>	Free
Health and safety policy		
Admissions arrangements		
Accessibility plan		
Behaviour principles written statement		
Central record of recruitment and vetting checks		
Complaints procedure statement		
Freedom of information procedures		
Governors' allowances (schemes for paying)		
Governing board and committee meeting minutes, and papers considered at meetings		
Premises management documents		
Equality information and objectives statement for publication		
Register of pupils' admission to school		
Register of pupils' attendance	Hard copy	
Register of business interests of headteachers and governors	<u>School website</u>	Free
Staff discipline, conduct and grievance (procedures for addressing)	Hard copy	staff time - £25 per hour
Child protection policy and procedures	<u>School website</u>	Free
Early years foundation stage (EYFS) policy and procedures		
Statement of procedures for dealing with allegations of abuse against staff	Hard copy	
Supporting pupils with medical conditions policy	<u>School website</u>	Free
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including:	Hard copy	staff time -

<ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Information sharing policies 		£25 per hour
Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£
Curriculum circulars and statutory instruments	School website	Free
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
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	Hard copy or website (Some information may only be available by inspection)	£
Extra-curricular activities	School website	Free
Out of school clubs		
Services for which the school is entitled to recover a fee (and details of the fees)		
School publications, leaflets, books and newsletters		

Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at 10p per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at 25p per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation