


Freedom of Information

Guide to information available from Terrington St Clement Community School under the model publication scheme


	Name of School	Terrington St Clement Community School
	Policy review Date	March 2021
	Date of next Review	March 2024
	Who reviewed this policy?	Amanda Conner

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do	(hard copy and/or website)	
Who's who in the school	School Website	
Who's who on the Governing Board and the basis of their appointment	School Website	
Instrument of Government	School Website	
Contact details for the Head teacher and for the governing body	School Website for headteacher School office for governing body	
School prospectus	School Website Hard copy given to all new parents	
Staffing structure	School Website	

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School session times and term dates	School Website Prospectus	
Address of school and contact details, including email address.	School Website	

Class 2 – What we spend and how we spend it	(hard copy and/or website)	
Annual budget plan and financial statements		
Capitalised funding		
Additional funding		
Pay policy School		
Staffing and grading structure		
Governors' allowances	N/A	

Class 3 – What our priorities are and how we are doing	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	School Website/ OFSTED website	

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Performance management policy and procedures adopted by the governing body.	Hardcopies available on request	10p per sheet
Performance data or a direct link to it	School Website	
The school's future plans	School Improvement Development Plans can be borrowed from the School office or purchased	10p per sheet
Safeguarding and child protection	School Website	

Class 4 – How we make decisions	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copies are available to see and can be purchased	10p per sheet
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).		

Class 5 – Our policies and procedures	(hard copy or website)	
School policies, including: <ul style="list-style-type: none"> ● Anti-bullying Policy ● Asthma Policy ● Attendance Policy ● Behaviour (inc Governor Statement of Principles) ● Charging Policy ● Complaints Policy ● Accessibility & Equality Plan ● Equality Policy 	School Website / Hard copies are available to see and can be purchased.	10p per sheet

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<ul style="list-style-type: none"> ● Homework Policy ● Intimate Care Policy ● Learning & Teaching Policy ● Marking & Feedback Policy ● Medication Policy ● Online Safety Policy ● Positive Handling Policy ● Register of Business Interest – Governing Board ● Safeguarding & Child Protection Policy ● Safer Recruitment Policy ● SEND Policy (inc SEND Information Report) ● Sex & Relationships Education (SRE) Policy ● Whistleblowing Policy 		
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Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	School Office	
Disclosure logs	School Office	
Asset register	School Office	
Any information the school is currently legally required to hold in publicly available registers (NB This does not include the attendance register)	School Office	

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Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	All information is already distributed to parents via letter, Marvellous Me or available on the School Website	
Out of school clubs		
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters		

Additional Information (N/A) This will provide schools with the opportunity to publish information that is not itemised in the lists above		
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SCHEDULE OF CHARGES - This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority