



Published guide to Information

Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Information	How the information can be obtained	Cost
Who's who in the school	Website: https://www.yorkmead.co.uk/files/files/Staff_list_2019-2020(1).pdf Hard copy: available upon request - contact school	Free 10p per page
Who's who on the governing body and the basis of their appointment	Website: https://www.yorkmead.co.uk/staff-governors/governors Hard copy: available upon request - contact school	Free 10p per page
Instrument of Government / Articles of Association	Website: https://www.yorkmead.co.uk/staff-governors/governors Hard copy: available upon request - contact school	Free 10p per page
Contact details for the Head teacher and for the governing body, via the school office.	Website: https://www.yorkmead.co.uk/contact Hard copy: available upon request - contact school	Free 10p per page
Staffing structure	Website: https://www.yorkmead.co.uk/files/files/Staff_list_2019-2020(1).pdf Hard copy: available upon request - contact school	Free 10p per page
School session times and term dates	Website: https://www.yorkmead.co.uk/parents/term-dates Hard copy: available upon request - contact school	Free 10p per page
Address of school and contact details, including email address	Website: https://www.yorkmead.co.uk/contact Hard copy: available upon request - contact school	Free 10p 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)

Information	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy: available upon request - contact school	10p per page
Capital funding	Hard copy: available upon request - contact school	10p per page
Financial audit reports	Hard copy: available upon request - contact school	10p per page
Details of expenditure items over £2000	Hard copy: available upon request - contact school	10p 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, the local authority)	Hard copy: available upon request - contact school	10p per page
Pay policy	Hard copy: available upon request - contact school	10p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy: available upon request - contact school	10p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy: available upon request - contact school	10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	10p 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)

Information	How the information can be obtained	Cost
School profile, most recent Ofsted report and post-inspection action plan.	Website: https://www.compare-school-performance.service.gov.uk/school/103284/yorkmead-junior-and-infant-school/primary Website: https://reports.ofsted.gov.uk/provider/21/103284 Hard copy: available upon request - contact school	Free Free 10p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request - contact school	10p per page
Performance data	Website: https://www.compare-school-performance.service.gov.uk/school/103284/yorkmead-junior-and-infant-school/primary Hard copy: available upon request - contact school	Free 10p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - contact school	10p per page
Safeguarding and child protection	Website: https://yorkmead.co.uk/our-school/safeguarding Hard copy: available upon request - contact school	Free 10p per page

Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)

Information	How the information can be obtained	Cost
Admissions policy/ decisions (not individual admission decisions)	Website: https://yorkmead.co.uk/our-school/admissions Hard copy: available upon request - contact school	Free 10p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact school	10p per page

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 information requests)

Information	How the information can be obtained	Cost
Records management and personal data policies, including: <ul style="list-style-type: none"> • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	Website: https://yorkmead.co.uk/our-school/policies Hard copy: available upon request - contact school	Free 10p per page
Charging regimes and policies	Website: https://www.yorkmead.co.uk/files/files/Charging_and_Remissions_Policy_2018-2019.pdf Hard copy: available upon request - contact school	Free 10p per page

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://yorkmead.co.uk/our-school/curriculum-overview Website: https://yorkmead.co.uk/our-school/policies	Free Free 10p per page
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 publicly 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)

Information	How the information can be obtained	Cost
Out of school breakfast club	Website: https://yorkmead.co.uk/our-school/breakfast-club Hard copy: available upon request - contact school	Free 10p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.yorkmead.co.uk/files/files/Charging_and_Remissions_Policy_2018-2019.pdf Hard copy: available upon request - contact school	Free 10p per page
School publications, leaflets, books and newsletters	Website: www.someriefants.co.uk Hard copy: available upon request - contact school	Free 10p per page

Schedule of charges

Type of charge	Description	Basis of charge	Charge
	Photocopying/ printing @ pence per sheet (colour)	Actual cost*	10 pence per sheet
	Postage & Packaging	Actual cost of Royal Mail standard 2 nd class and stationary cost.	75 pence
Statutory Fee	In accordance with the relevant legislation		not applicable

**the actual cost incurred by the public authority for hire and use of equipment*