



Freedom of Information

**Guide to information available from
Mottram St. Andrew Primary Academy
under the model publication scheme**



INFORMATION PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 - Who we are and what we do		
Who's who in the school	Website Hard Copy: available on request	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website Hard Copy: available on request	Free 5p per page
Articles of Association	Website Hard Copy: available on request	Free 5p per page
Contact details for the Headteacher and for the governing body, via the school	Website Hard Copy: available on request	Free 5p per page
Staffing structure	Website Hard Copy: available on request	Free 5p per page

School session times and term dates	Website Hard Copy: available on request	Free 5p per page
Address of school and contact details, including email address.	Website Hard Copy: available on request	Free 5p per page
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Hard Copy: available on request	5p per page
Financial audit reports	Website Hard Copy: available on request	Free 5p per page
Details of expenditure items over £5000	Hard Copy: available on request	5p per page
Procurement and contracts the school has entered into.	Hard Copy: available on request	5p per page
Pay policy	Hard Copy: available on request	5p per page
Staff allowances and expenses that can be incurred or claimed.	Hard Copy: available on request	5p per page
Staffing, pay and grading structure	Hard Copy: available on request	5p per page

Governors' allowances and expenses that can be incurred or claimed.	Hard Copy: available on request	5p per page
Class 3 – What our priorities are and how we are doing		
Performance data or a direct link to it	Website Hard Copy: available on request	Free 5p per page
The latest Ofsted Inspectorate report	Website Hard Copy: available on request	Free 5p per page
Performance management policy and procedures adopted by the governing body.	Hard Copy: available on request	5p per page
The school's future plans	Hard Copy: available on request	5p per page
Safeguarding and child protection	Website Hard Copy: available on request	Free 5p per page
Class 4 – How we make decisions		
Admissions policy	Website Hard Copy: available on request	Free 5p per page
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).	Hard Copy: available on request	5p per page

Class 5 – Our policies and procedures		
GDPR Policy	Website Hard Copy: available on request	Free 5p per page
Charging regimes and policies.	Website Hard Copy: available on request	Free 5p per page
Other policies	Website Hard Copy: available on request	Free 5p per page
Class 6 – Lists and Registers NB: This does not include the attendance register.		
Curriculum information	Website Hard Copy: available on request	Free 5p per page
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 7 – The services we offer		
Wrap around care	Website Hard Copy: available on request	Free 5p per page
Extra-curricular activities	Website Hard Copy: available on request	Free 5p per page
School newsletters	Emailed to parents, staff & governors Hard Copy: available on request	Free 5p per page

SCHEDULE OF CHARGES

Photocopying/printing costs are the actual cost to the school and are in black and white.

Postage will be at actual cost and will be the cost of Royal Mail standard 2nd class.