



*Freedom of Information*

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



<b>INFORMATION PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>COST</b>
<b>Class 1 - Who we are and what we do</b>		
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
Instrument of Government / 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
<b>Class 2 – What we spend and how we spend it</b>		
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 £2000	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, 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 on request	5p per page

Staffing, pay and grading structure	Hard Copy: available on request	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy: available on request	5p per page
<b>Class 3 – What our priorities are and how we are doing</b>		
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
<b>Class 4 – How we make decisions</b>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard Copy: available on request	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
<b>Class 5 – Our policies and procedures</b>		
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
<b>Class 6 – Lists and Registers</b> NB: This does not include the attendance register.		
Curriculum information	Website Hard Copy: available on request	Free 5p 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

<b>Class 7 – The services we offer</b>		
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
Services for which the school is entitled to recover a fee, together with those fees	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 2<sup>nd</sup> class.