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| **Information to be published.** | **How the information can be obtained** | **Cost** |
| **Class 1 - Who we are and what we do** |  |  |
| Mrs Hilary Priest – Headteacher  Miss Helen Fernyhough – Deputy Headteacher | Further details available on the school website. | Nil |
| Who’s who on the governing body / board of governors and the basis of their appointment | Governing Body full details available on the school website. | Nil |
| Instrument of Government / Articles of Association | Further details available on the school website. | Nil |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Available from the school office and/or the school website. | Nil |
| School prospectus (if any) | N/A | N/A |
| Annual Report (if any) | N/A | N/A |
| Staffing structure | Available on the school website. | Nil |
| School session times and term dates | Full details available under Information Handbook and Calendar. | Nil |
| Address of school and contact details, including email address.  The Grove School, The Grove, Totnes, Devon, TQ9 5ED  Telephone – 01803 862018  Email – admin@the-grove-primary.devon.sch.uk | Available on the school website. | Nil |
| **Class 2 – What we spend and how we spend it** |  |  |
| Annual budget plan and financial statements | By written request to the Headteacher. | Nil |
| Capital funding | As above. | Nil |
| Financial audit reports | As above. | Nil |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | As above. | Nil |
| 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, a local authority or diocese). | As above. | Nil |
| Pay policy | As above. | Nil |
| 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. | As above. | Nil |
| 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. | As above. | Nil |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors. | As above. | Nil |
| **Class 3 – What our priorities are and how we are doing** |  |  |
| School profile (if any)  And in all cases:   * Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data * The latest Ofsted / Estyn / Education and Training Inspectorate report  - Summary  - Full report * Post-inspection action plan | School website or by written request to the Headteacher. Performance data and latest Ofsted information available on the school website or hard copies available via the school office. Post inspection action plan – details available by written request to the Headteacher. | Nil |
| Performance management policy and procedures adopted by the governing body. | By written request to the Clerk to Governors. | Nil |
| Performance data or a direct link to it | By written request to the Headteacher. | Nil |
| The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | By written request to the Headteacher. | Nil |
| Safeguarding and child protection | Available on the school website, see Policies section. | NIl |
| **Class 4 – How we make decisions** |  |  |
| Admissions policy/decisions (not individual admission decisions) – where applicable | Available on DCC websites, admissions booklets and school website. | Nil |
| 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). | Available on the school website, see Governors section. | Nil |
| **Class 5 – Our policies and procedures** | A full list of policies and procedures are available on the school website. Individual policies may be available upon written request to the Clerk to Governors. | Nil |
| Records management and personal data policies, including:   * Information security policies * Records retention, destruction and archive policies * Data protection (including information sharing policies) | As above. | Nil |
| Charging regimes and policies. | Charging Policy available on the school website or hard copy available via the Clerk to Governors. | Nil |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only (this does not include the attendance register). |  |  |
| Curriculum circulars and statutory instruments | By written request to the Clerk to Governors. | Nil |
| Disclosure logs | Hard copy available for inspection only. | Nil |
| Asset register | Hard copy available for inspection only. | Nil |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy available for inspection only. | Nil |
| **Class 7 – The services we offer** |  |  |
| Extra-curricular activities | Available on the school website, via newsletters and posters. Hard copies may also be requested via the school office. | Nil |
| Out of school clubs | Available on the school website, via newsletters and posters. Hard copies may also be requested via the school office. | Nil |
| Services for which the school is entitled to recover a fee, together with those fees | Extra curricular pupil residential activities, out of school hours may be offered with covering costs where applicable. | Nil |
| School publications, leaflets, books and newsletters | Newsletters, leaflets and other documents available on the website and also available in hardcopy upon request. | Nil |
| **Additional Information** |  |  |
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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.**

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying/printing (black & white) | Photocopying charged at 10p per sheet and postage at current rates. (See Charging Policy for full details). |
|  | Photocopying/printing (colour) | As above |
|  | Postage | As above |
| **Statutory Fee** | N/A | N/A |
| **Other** | N/A | N/A |