



Freedom of Information Guide to Information Available

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	How the information can be obtained	Cost
Who’s who in the school	Website Senior Leadership Team - https://www.trumpingtonfederation.co.uk/page/?title=Senior+Leadership+Team&pid=1574 Others - https://www.trumpingtonfederation.co.uk/page/?title=Trumpington+Meadows+School&pid=24 or	n/a

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
	https://www.trumpingtonfederation.co.uk/page/?title=Fawcett+Primary+School&pid=1579	
Who’s who on the governing body and the basis of their appointment	Website - https://www.trumpingtonfederation.co.uk/page/?title=Membership+%26amp%3B+Register+of+interests&pid=109 or hard copy via the clerk to governors	10p per sheet
Instrument of Government / Articles of Association	Website - https://www.trumpingtonfederation.co.uk/page/?title=Instrument+of+Government&pid=108 or hard copy via the clerk to governors	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Via schools offices - office@trumpingtonmeadows.cambs.sch.uk or office@fawcett.cambs.sch.uk	n/a

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
School prospectus (if any)	n/a	n/a
Annual Report (if any)	n/a	n/a
Staffing structure	Website - Senior Leadership Team - https://www.trumpingtonfederation.co.uk/page/?title=Senior+Leadership+Team&pid=1574 Others - https://www.trumpingtonfederation.co.uk/page/?title=Trumpington+Meadows+School&pid=24	n/a

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
	or https://www.trumpingtonfederation.co.uk/page/?title=Fawcett+Primary+School&pid=1579	
School session times and term dates	Website - https://www.trumpingtonfederation.co.uk/page/?title=Pupils%2C+Parents+and+Carers&pid=9 Or https://www.trumpingtonfederation.co.uk/page/?title=Pupils%2C+Parents+%26amp%3B+Carers&pid=70	n/a
Address of school and contact details, including email address.	Website https://www.trumpingtonfederation.co.uk/page/?title=Where+To+Find+Us&pid=1619	n/a

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
	Or https://www.trumpingtonfederation.co.uk/page/?title=Where+to+Find+Us&pid=1598	
Class 2 – 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	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy	10p per sheet

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Capital funding	Hard copy	10p per sheet
Financial audit reports	Hard copy	10p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	10p per sheet
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).	Hard copy	10p per sheet

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Pay policy	Hard copy	10p per sheet
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	10p per sheet
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	Hard copy	10p per sheet

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
bands of £10,000; for more junior posts, by salary range.		
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Current information as a minimum		
School profile (if any) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data 	Website https://www.trumpingtonfederation.co.uk/page/?title=School+Performance+Data&pid=63 or https://www.trumpingtonfederation.co.uk/page/?title=School+Performance+Data&pid=88	n/a

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<ul style="list-style-type: none"> ● The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report ● Post-inspection action plan 	<p>https://www.trumpingtonfederation.co.uk/page/?title=OFSTED&pid=8 <u>2</u></p> <p>or</p> <p>https://www.trumpingtonfederation.co.uk/page/?title=OFSTED&pid=5 <u>7</u></p> <p>Hard copy</p>	<p>10p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>10p per sheet</p>

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Performance data or a direct link to it	Website - https://www.trumpingtonfederation.co.uk/page/?title=School+Performance+Data&pid=63 or https://www.trumpingtonfederation.co.uk/page/?title=School+Performance+Data&pid=88	n/a
The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Not applicable at this time	n/a

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Safeguarding and child protection	Website Policy - https://www.trumpingtonfederation.co.uk/page/?title=Policies&pid=14 Other - https://www.trumpingtonfederation.co.uk/page/?title=Safeguarding&pid=51 Or https://www.trumpingtonfederation.co.uk/page/?title=Safeguarding&pid=1622	Hard copy 10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website - https://www.trumpingtonfederation.co.uk/page/?title=Policies&pid=14	Hard copy 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).	Website for Full Governing Body meetings, hard copies for committee meetings - https://www.trumpingtonfederation.co.uk/page/?title=Meeting+Minutes&pid=2474	Hard copy 10p per sheet
Class 5 – Our policies and procedures	How the information can be obtained	Cost

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to 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) 	Data Protection policy – website - https://www.trumpingtonfederation.co.uk/page/?title=Policies&pid=14 Others available on request	Hard copies 10p per sheet
Charging regimes and policies.	Charging and Remissions policy – on website - https://www.trumpingtonfederation.co.uk/page/?title=Policies&pid=14	Hard copy 10 per sheet
Class 6 – Lists and Registers	How the information can be obtained	Cost

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	On request	Hard copy 10 per sheet
Disclosure logs	Hard copy	10p per sheet
Asset register	Hard copy	10p per sheet

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Any information the school is currently legally required to hold in publicly available registers	Hard copy	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How the information can be obtained	Cost

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Extra-curricular activities	Website - https://www.trumpingtonfederation.co.uk/page/?title=Pupils%2C+Parents+and+Carers&pid=9 or https://www.trumpingtonfederation.co.uk/page/?title=Pupils%2C+Parents+%26amp%3B+Carers&pid=70	
Out of school clubs	Website - https://www.trumpingtonfederation.co.uk/page/?title=Pupils%2C+Parents+%26amp%3B+Carers&pid=70	

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Services for which the school is entitled to recover a fee, together with those fees	Charging and remissions policy – website - https://www.trumpingtonfederation.co.uk/page/?title=Policies&pid=14 After School and Breakfast Club details - website - https://www.trumpingtonfederation.co.uk/page/?title=Pupils%2C+Parents+%26amp%3B+Carers&pid=70	10p per sheet
School publications, leaflets, books and newsletters	Website and hard copies	10p per sheet

