



Freedom of Information Guide to Information Available

Information to be published.		
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 Our Staff page on website	n/a
Who's who on the governing body and the basis of their appointment	Website - Register of interests and appointment details or hard copy via the clerk to governors (clerk@trufed.org.uk)	10p per sheet
Instrument of Government / Articles of Association	Website - Instrument of Government or hard copy via the clerk to governors (clerk@trufed.org.uk)	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Via school offices - office@trumpingtonmeadows.cambs.sch.uk or office@fawcett.cambs.sch.uk	n/a

Information to be published.		
	clerk@trufed.org.uk chair@trufed.org.uk	
School prospectus (if any)	n/a	n/a
Annual Report (if any)	n/a	n/a
Staffing structure	Website - Our Staff page on website	n/a
School session times and term dates	Website - Fawcett - Term dates School session times	n/a

Information to be published.		
	Trumpington Meadows Term dates School session times	
Address of school and contact details, including email address.	Website Contact Us	n/a
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

Information to be published.		
Annual budget plan and financial statements	Hard copy	10p per sheet
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.		
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 bands of £10,000; for more junior posts, by salary range.	Hard copy	10p per sheet

Information to be published.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	How the information can be obtained	Cost
<p>School profile (if any)</p> <p>And in all cases:</p>	Website	n/a

Information to be published.		
<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 ● The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report ● Post-inspection action plan 	Statutory Information	10p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy	10p per sheet
Performance data or a direct link to it	Website - Statutory information	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	On request as they occur	n/a

Information to be published.		
Safeguarding and child protection	Website Safeguarding and Child Protection policy Safeguarding Information	Hard copy 10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website - Admissions policy	Hard copy 10p per sheet

Information to be published.		
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).	On request	Hard copy 10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	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) 	Policies	Hard copies 10p per sheet

Information to be published.		
Charging regimes and policies.	Charging and Remissions policy – Policies	Hard copy 10 per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	On request	Hard copy 10 per sheet
Disclosure logs	Hard copy	10p per sheet

Information to be published.		
Asset register	Hard copy	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy	10p per sheet
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	How the information can be obtained	Cost
Extra-curricular activities	Website -	

Information to be published.		
	Fawcett Trumpington Meadows	
Out of school clubs	Website - As above, plus: Wraparound Care	
Services for which the school is entitled to recover a fee, together with those fees	Charging and remissions policy – website - Policies After School and Breakfast Club details - Wraparound Care	10p per sheet
School publications, leaflets, books and newsletters	Website and hard copies Trumpington Meadows newsletters Fawcett newsletters	10p per sheet