

Published Guide to Information

Last Reviewed November 2023



Information	How the information can be obtained	Cost
Class one: Who we are and what we do organisational information, structures and contacts (current information only)		
Who's who in the school	Website: <u>Our Staff mawsley-school (mawsleyschool.co.uk)</u> Hard copy: available upon request – contact school	Free 10p per page
Who's who on the governing body Instrument of Government/Articles of Association	Website: <u>Governors mawsley-school (mawsleyschool.co.uk)</u> Hard copy: available upon request – contact school	Free 10p per page
School Prospectus	Website: <u>Documents and Policies mawsley-school (mawsleyschool.co.uk)</u> Hard copy: available upon request – contact school	Free 10p per page
School Curriculum	Website: <u>OUR CURRICULUM mawsley-school (mawsleyschool.co.uk)</u> Hard copy: available upon request – contact school	Free 10p per page
School session times and Term Dates	Website: <u>Term Dates mawsley-school (mawsleyschool.co.uk)</u> Hard copy: available upon request – contact school	Free 10p per page
Address of school and contact details	Website:	Free

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	Contact Us mawsley-school (mawsleyschool.co.uk) Hard copy: available upon request – contact school	10p per page
Information	How the information can be obtained	Cost
Class Two: What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous two financial years)		
Annual budget plan and financial statements	Hard copy: available upon request – contact school	10p per page
Expenditures – details of expenditure over £5000 – published annually or on a quarterly or six monthly interval	Hard copy: available upon request – contact school	10p per page
Capital Funding	Hard copy: available upon request – contact school	10p per page
Financial Audit Reports	Hard copy: available upon request – contact school	10p per page
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard copy: available upon request – contact school	10p per page
Staff allowances and expenses that can be incurred or claimed which includes the total of the allowances and expenses paid to individual senior staff members.	Hard copy: available upon request – contact school	10p per page
Staff pay and grading structures – As a minimum include the details of senior staff salaries. For all other posts levels by salary range.	Hard copy: available upon request – contact school	10p per page
Governors’ allowances – details of allowances that can be incurred or claimed and a record of total	Hard copy: available upon request – contact school	10p per page

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payments made to individual governors.		
Premiums – provide details of any pupil premium funding you receive and how you spend it.	Hard copy: available upon request – contact school	10p per page
TU Facility Time Reporting	Hard copy: available upon request – contact school	10p per page
Information	How the information can be obtained	Cost
Class Three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) current information		
Performance data	Website: Mawsley Primary School - Compare school and college performance data in England - GOV.UK (compare-school-performance.service.gov.uk) Hard copy: available upon request – contact school	Free 10p per page
Latest Ofsted Report	Website: Mawsley Primary School - Open - Find an Inspection Report - Ofsted Hard copy: available upon request – contact school	Free 10p per page
Performance management information – Performance management policy and procedures adopted by the governing body	Hard copy: available upon request – contact school	10p per page
Future Plans – any major proposals on future plans involving a consultation on a change in school status	Hard copy: available upon request – contact school	10p per page
Exam and Assessment results	Website: aed084_7db169d3878a471fb7a5baef3a989b32.pdf (mawsleyschool.co.uk) Hard copy: available upon request – contact school	Free 10p per page

Published Guide to Information

Last Reviewed November 2023



Performance Tables	Website: Mawsley Primary School - Compare school and college performance data in England - GOV.UK (compare-school-performance.service.gov.uk) Hard copy: available upon request – contact school	Free 10p per page
Information	How the information can be obtained	Cost
Class Four: How we make decisions (decision making processes and records of decisions) current and previous three years		
Admissions policy and decisions	Website: STATUTORY INFORMATION mawsley-school (mawsleyschool.co.uk) Hard copy: available upon request – contact school	Free 10p per page
Minutes of meetings of the governing body and its committees – with the exception of information that is private to the meetings	Hard copy: available upon request – contact school	10p per page
Information	How the information can be obtained	Cost
Class Five: Our policies and procedures – current written protocols, policies and procedures for delivering our services and responsibilities (current only)		
School policies and other documents	Website: Documents and Policies mawsley-school (mawsleyschool.co.uk) Hard copy: available upon request – contact school	Free 10p per page
Records management, personal data and access to information policies – including information security policies, records retention, destruction and archive policies, data protection including data sharing and CCTV	Hard copy: available upon request – contact school	10p per page
	Website:	Free

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Equality and diversity – includes policies, schemes, statements and procedures	Documents and Policies mawsley-school (mawsleyschool.co.uk) Hard copy: available upon request – contact school	10p per page
Safeguarding and Child Protection	Website: Documents and Policies mawsley-school (mawsleyschool.co.uk) Hard copy: available upon request – contact school	Free 10p per page
Pay Policy	Hard copy: available upon request – contact school	10p per page
Health & Safety	Hard copy: available upon request – contact school	10p per page
Policies and procedures for human resources and the recruitment of staff	Hard copy: available upon request – contact school	10p per page
Careers programme information	Hard copy: available upon request – contact school	5p per page
Complaints Procedure	Website: Documents and Policies mawsley-school (mawsleyschool.co.uk) Hard copy: available upon request – contact school	Free 10p per page
Charging Policy	Website: Documents and Policies mawsley-school (mawsleyschool.co.uk) Hard copy: available upon request – contact school	Free 10p per page
Information	How the information can be obtained	Cost
Class Six: Lists and Registers – current information		
Curriculum circulars and statutory instruments	Hard copy: available upon request – contact school	10p per page
CCTV – details of locations of CCTV cameras operated by us	Hard copy: available upon request – contact school	10p per page

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Disclosure Logs	Inspection Only – contact school	10p per page
Asset Register	Inspection Only – contact school	10p per page
Any information that we are currently legally required to hold in publicly available registers	Inspection Only – contact school	10p per page
Information	How the information can be obtained	Cost
Class Seven – The services we offer – information about the services we provide including leaflets, guidance and newsletters - current information		
Extra-curricular activities	Website: Clubs mawsley-school (mawsleyschool.co.uk)	Free
	Hard copy: available upon request – contact school	10p per page
Out of school clubs	Website: Before and After School Club mawsley-school (mawsleyschool.co.uk)	Free
	Hard copy: available upon request – contact school	10p per page
School Publications	Website: Newsletters mawsley-school (mawsleyschool.co.uk)	Free
	Hard copy: available upon request – contact school	10p per page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available upon request – contact school	10p per page
School publications, booklets and newsletters	Website: Newsletters mawsley-school (mawsleyschool.co.uk)	Free
	Hard copy: available upon request – contact school	10p per page

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