



Published Guide to Information

Information	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current Information only.		
Who's who in the school	Website www.cccpschool.co.uk/whos-who/ Hard Copy available on request. Contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website www.cccpschool.co.uk/meet-the-governors/ Hard Copy available on request. Contact school	Free 5p per page
Instrument of Government / Articles of Association	Website www.cccpschool.co.uk/meet-the-governors/ Hard Copy available on request. Contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	office@cccpschool.com Website www.cccpschool.co.uk/meet-the-governors/ Hard Copy available on request. Contact school	Free 5p per page
School prospectus	Website https://www.cccpschool.co.uk/school-prospectus/ Hard Copy available on request. Contact school	Free Free



Staffing structure	Website https://www.cccpschool.co.uk/whos-who/ Hard Copy available on request. Contact school	Free 5p per page
School session times and term dates	Website https://www.cccpschool.co.uk Hard Copy available on request. Contact school	Free 5p per page
Address of school and contact details, including email address.	Website https://www.cccpschool.co.uk Hard Copy available on request. Contact school	Free 5p per page
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(hard copy and/or website)		
Annual budget plan and financial statements	Hard copy: available upon request - contact school	5p per page
Capital funding	Hard copy: available upon request - contact school	5p per page
Financial audit reports	Hard copy: available upon request - contact school	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: available upon request - contact school	5p per page
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: available upon request - contact school	5p per page
Pay policy	Hard copy: available upon request - contact school	5p per page



	https://www.cccpschool.co.uk/national-test-results/	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - contact school	5p per page
Safeguarding and child protection	https://www.cccpschool.co.uk/child-protection-and-safeguarding/ Hard copy: available upon request - contact school	Free 5p per page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	https://www.cccpschool.co.uk/admissions/ Hard copy: available upon request - contact school	Free 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 upon request - contact school	5p per page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. 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.		
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) 	Website https://www.cccpschool.co.uk/data-protection/ Hard copy: available upon request - contact school	Free 5p per page
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies	Website https://www.cccpschool.co.uk/policies/charging-policy	Free



<p>should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p per page</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register). (hard copy or website; some information may only be available by inspection)</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Website https://www.cccpschool.co.uk/curriculum/ Hard copy: available upon request - contact school</p>	<p>Free 5p per page</p>
<p>Disclosure logs</p>	<p>Inspection only - contact school</p>	<p>Free</p>
<p>Asset register</p>	<p>Inspection only - contact school</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only - contact school</p>	<p>Free</p>
<p>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 (hard copy or website; some information may only be available by inspection)</p>		
<p>Extra-curricular activities</p>	<p>Website https://www.cccpschool.co.uk/after-school-clubs/ Hard copy: available upon request - contact school</p>	<p>Free 5p per copy</p>
<p>Out of school clubs</p>	<p>Website</p>	<p>Free</p>



	https://www.cccpschool.co.uk/after-school-clubs/ Hard copy: available upon request - contact school	5p per copy
Services for which the school is entitled to recover a fee, together with those fees	Website https://www.cccpschool.co.uk/policies/ charging policy Hard copy: available upon request - contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website https://www.cccpschool.co.uk Hard Copy available on request. Contact school	Free 5p per page