



Published Guide to Information

Information	How the information can be obtained
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)	
Who's who in each school	Website: See each individual school website https://www.childrendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Who's who on the governing body and the basis of their appointment	Website: See each individual school website https://www.childrendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Instrument of Government / Articles of Association	Website: See Trust Website https://www.childrendeavourtrust.org.uk/governance.html Or see each individual school website https://www.childrendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: See each individual school website https://www.childrendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Staffing structure	Website: See each individual school website https://www.childrendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
School session times and term dates	Website: See each individual school website https://www.childrendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Address of school and contact details, including email address	Website: See each individual school website https://www.childrendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
School Prospectus and Curriculum	Website: See each individual school website https://www.childrendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Information	How the information can be obtained

Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement,

Annual budget plan and financial statements	Hard copy: available upon request - contact school
Capital funding	Hard copy: available upon request - contact school
Financial audit reports	Hard copy: available upon request - contact school
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
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
Pay policy	See Trust Website: Pay Policy https://www.childrendeavourtrust.org.uk/policies.html Hard copy: available upon request - contact school
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	See Trust Website: Finance Policy https://www.childrendeavourtrust.org.uk/policies.html Hard copy: available upon request - contact school
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.	See Trust Website: Pay Policy https://www.childrendeavourtrust.org.uk/policies.html Hard copy: available upon request - contact school
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	See Trust Website: Payment of Expenses Policy Hard copy: available upon request - contact school

Information	How the information can be obtained
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current	
School profile (if any) And in all cases: <ul style="list-style-type: none"> • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report • post-inspection action plan 	Website: See each individual school website https://www.childrensendeavourtrust.org.uk/schools.html Links available on each Website to school data and Ofsted report. Hard copy: available upon request - contact school
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request - contact school
Performance data or a direct link to it	Website: See each individual school website https://www.childrensendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
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
Safeguarding and child protection	Website: See Trust Policy Child Protection & Safeguarding Hard copy: available upon request - contact school
Class four: 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)	Website: See trust policy Admission arrangements Hard copy: available upon request - contact school
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact school

Information	How the information can be obtained
Class five: 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 English government. 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: Data Protection Policy Record Management (IRMS Webpage) Hard copy: available upon request - contact school
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies 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. 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').	Website: See each individual school website https://www.childrensendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)	
Curriculum circulars and statutory instruments	Website: See each individual school website https://www.childrensendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Disclosure logs	Inspection only - contact school
Asset register	Inspection only - contact school
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school

Information	How the information can be obtained
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public)	
Extra-curricular activities	Website: See each individual school website https://www.childrensendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Out of school clubs	Website: See each individual school website https://www.childrensendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
Services for which the school is entitled to recover a fee, together with those fees	Website: See each individual school website https://www.childrensendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school
School publications, leaflets, books and newsletters	Website: See each individual school website https://www.childrensendeavourtrust.org.uk/schools.html Hard copy: available upon request - contact school