



CHERRY HINTON CHURCH OF ENGLAND PRIMARY SCHOOL

Published Guide to Information – March 2022



Information to be published	How you can obtain the information	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>		
<p>Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Website: <a href="https://www.cherryhinton.cambs.sch.uk/contact-details/">https://www.cherryhinton.cambs.sch.uk/contact-details/</a></p> <p>Hard copy: available upon request - contact school</p>	<p>Website: Free</p> <p>Hard copy: 10p per sheet</p>
<p>Head teacher's contact details</p>	<p>Website: <a href="https://www.cherryhinton.cambs.sch.uk/whos-who/">https://www.cherryhinton.cambs.sch.uk/whos-who/</a></p> <p>Hard copy: available upon request - contact school</p>	<p>Website: Free</p> <p>Hard copy: 10p per sheet</p>
<p>Who's who in the school/academy</p>	<p>Website: <a href="https://www.cherryhinton.cambs.sch.uk/whos-who/">https://www.cherryhinton.cambs.sch.uk/whos-who/</a></p> <p>Hard copy:</p>	<p>Website: Free</p> <p>Hard copy:</p>

	available upon request - contact school	10p per sheet
Who's who on the governing body / board of governors and selection criteria for appointment	Website: <a href="https://www.cherryhinton.cambs.sch.uk/meet-the-governors/">https://www.cherryhinton.cambs.sch.uk/meet-the-governors/</a>	Website: Free
Governing body's contact details	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
For academies: Trustees' contact details	n/a	
For academies: Trustee who's who	n/a	
Instrument of Government / Articles of Association	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
School/academy prospectus	Website: <a href="https://www.cherryhinton.cambs.sch.uk/">https://www.cherryhinton.cambs.sch.uk/</a> Hard copy of requested pages: available upon request - contact school	Website: Free Hard copy: 10p per sheet
School/Academy session times and term dates	Website: <a href="https://www.cherryhinton.cambs.sch.uk/term-dates/">https://www.cherryhinton.cambs.sch.uk/term-dates/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
<b>Class 2 – What we spend and how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit		
Current and previous financial year as a minimum		
Annual budget and financial statements	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
For academies: Annual accounts	n/a	
Capital funding	Hard copy:	Hard copy:

	available upon request - contact school	10p per sheet
Financial Audits reports	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	n/a	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
Procurement and contracts we have entered into	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
Details of any premiums we receive such as Pupil premium.	Website: <a href="https://www.cherryhinton.cambs.sch.uk/pupil-premium/">https://www.cherryhinton.cambs.sch.uk/pupil-premium/</a>  Hard copy: available upon request - contact school	Website:  Free  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

Current information as a minimum

Annual Report	n/a	
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) ( <i>delete as appropriate</i> ) - Summary - Full report - Post-inspection action plan	Website: <a href="https://reports.ofsted.gov.uk/provider/21/110801">https://reports.ofsted.gov.uk/provider/21/110801</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Exam and assessment results	Website: <a href="https://www.cherryhinton.cambs.sch.uk/school-performance-data/">https://www.cherryhinton.cambs.sch.uk/school-performance-data/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Performance tables	Website: <a href="https://www.cherryhinton.cambs.sch.uk/school-performance-data/">https://www.cherryhinton.cambs.sch.uk/school-performance-data/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Careers programme information	n/a	
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive	Website: <a href="https://www.cherryhinton.cambs.sch.uk/school-performance-data/">https://www.cherryhinton.cambs.sch.uk/school-performance-data/</a>	Website: Free

(or a direct link to the data)	Website: <a href="https://www.compare-school-performance.service.gov.uk/school/110801/cherry-hinton-church-of-england-voluntary-controlled-primary-school/primary">https://www.compare-school-performance.service.gov.uk/school/110801/cherry-hinton-church-of-england-voluntary-controlled-primary-school/primary</a>	Hard copy: 10p per sheet
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>		
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	Website: <a href="https://www.cherryhinton.cambs.sch.uk/admissions/">https://www.cherryhinton.cambs.sch.uk/admissions/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: <a href="https://www.cherryhinton.cambs.sch.uk/policies/">https://www.cherryhinton.cambs.sch.uk/policies/</a>	Website: Free

	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
Safeguarding and child protection, including protecting children's personal data	Website: <a href="https://www.cherryhinton.cambs.sch.uk/safeguarding/">https://www.cherryhinton.cambs.sch.uk/safeguarding/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website: <a href="https://www.cherryhinton.cambs.sch.uk/public-sector-equality-duty/">https://www.cherryhinton.cambs.sch.uk/public-sector-equality-duty/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Policies and procedures relating to recruitment and human resources	Managed by EPM: <a href="https://www.epm.co.uk">https://www.epm.co.uk</a> Hard copy: available upon request - contact school	Hard copy: 10p per sheet
Special educational needs	Website: <a href="https://www.cherryhinton.cambs.sch.uk/send/">https://www.cherryhinton.cambs.sch.uk/send/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: <a href="https://www.cherryhinton.cambs.sch.uk/policies/">https://www.cherryhinton.cambs.sch.uk/policies/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Pay Policy	Hard copy: available upon request - contact school	Hard copy: 10p per sheet
Records management (Information security policies)	Website: <a href="https://www.cherryhinton.cambs.sch.uk/policies/">https://www.cherryhinton.cambs.sch.uk/policies/</a> Hard copy: available upon request - contact school	Website: Free

Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)		Hard copy: 10p per sheet
Charging regimes and policies	Website: <a href="https://www.cherryhinton.cambs.sch.uk/policies/">https://www.cherryhinton.cambs.sch.uk/policies/</a>  Hard copy: available upon request - contact school	Website:  Free  Hard copy: 10p per sheet
(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	n/a	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: <a href="https://www.cherryhinton.cambs.sch.uk/topic/curriculum">https://www.cherryhinton.cambs.sch.uk/topic/curriculum</a>  Hard copy: available upon request - contact school	Website:  Free  Hard copy: 10p per sheet
CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	None on school site	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only – contact school	Free

Asset register and Information Asset register	Inspection only – contact school	Free
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact school	Free
<p><b>Class 7 – The services we offer</b></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>		
Extra-curricular activities	Website: <a href="https://www.cherryhinton.cambs.sch.uk/clubs/">https://www.cherryhinton.cambs.sch.uk/clubs/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Out of school/academy clubs	Website: <a href="https://www.cherryhinton.cambs.sch.uk/clubs/">https://www.cherryhinton.cambs.sch.uk/clubs/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Services for which we are entitled to recover a fee, together with those fees	Website: <a href="https://www.cherryhinton.cambs.sch.uk/policies/">https://www.cherryhinton.cambs.sch.uk/policies/</a> Hard copy: available upon request - contact school	Website: Free Hard copy: 10p per sheet
Requests for paper copies of information	Contact school	
Our publications, leaflets, books and newsletters	Website: <a href="https://www.cherryhinton.cambs.sch.uk/stream/newsletters/full/1/-/">https://www.cherryhinton.cambs.sch.uk/stream/newsletters/full/1/-/</a> Hard copy: available upon request - contact school	Website: Free

		Hard copy: 10p per sheet
<b>Additional Information</b>		
Any information that is not itemised in the lists above		

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>	<b>ACTUAL CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ p per sheet (black & white)	Actual cost *	10p per sheet
	Photocopying @ p per sheet (colour)	Actual cost	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	56 pence
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)	Not applicable
<b>Other</b>			

\* the actual cost incurred