

Published Guide to Information

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| **Information to be published.**  | **How the information can be obtained** | **Cost** |
| **Class 1 - Who we are and what we do** (Organisational information, structures, locations and contacts)  |
| Who’s who in the school  | Available on school website <https://www.dobcroft-jun.sheffield.sch.uk/page/staff/103836> Hard Copy: available upon request - contact school office.  | Free |
| Who’s who on the governing body and the basis of their appointment | Available on school website <https://www.dobcroft-jun.sheffield.sch.uk/page/governors/44461> Hard Copy: available upon request - contact school office.  | Free |
| Instrument of Government / Articles of Association | Available on school website<https://www.dobcroft-jun.sheffield.sch.uk/page/governors/44461> Hard Copy: available upon request - contact school office.  | Free |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).  | Available on school website<https://www.dobcroft-jun.sheffield.sch.uk/contact>Hard Copy: available upon request - contact school office.  | Free |
| School prospectus (if any) | Available on the school website homepage – ‘About Us’ tab<https://www.dobcroft-jun.sheffield.sch.uk/page/about-us/40392> Hard Copy: available upon request - contact school office.  | Free |
| Staffing structure | Available on website<https://www.dobcroft-jun.sheffield.sch.uk/page/staff/103836> Hard Copy: available upon request - contact school office.  | Free |
| School session times and term dates | School session times available on school website <https://www.dobcroft-jun.sheffield.sch.uk/> Term dates available on website<https://www.dobcroft-jun.sheffield.sch.uk/page/diary/40451>Hard Copy: available upon request - contact school office. | Free |
| Address of school and contact details, including email address. | Available on school website [https://www.dobcroft-jun.sheffield.sch.uk/](https://www.dobcroft-jun.sheffield.sch.uk/contact)Hard Copy: available upon request - contact school office. | Free |
| **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)  |
| Annual budget plan and financial statements | Hard Copy: available upon request - contact school office. | Free |
| Capital funding | Hard Copy: available upon request - contact school office. | Free |
| Financial audit reports | Hard Copy: available upon request - contact school office. | Free |
| Procurement and contracts the school has entered into,  | Hard Copy: available upon request - contact school office. | Free |
| Pay policy | Hard Copy: available upon request - contact school office. | Free |
| 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: available upon request - contact school office. | Free |
| 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: available upon request - contact school office. | Free |
| 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 office. | Free |
| **Class 3 – What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews)  |
| School profile  Performance data supplied to the UK Government The latest Ofsted report  | School Profile<https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/107035>Performance data available on website <https://www.dobcroft-jun.sheffield.sch.uk/page/ks2-assessment-results/46164> The latest Ofsted report is available on website https://www.dobcroft-jun.sheffield.sch.uk/page/ofsted-report/46163Or directly from Ofsted<https://reports.ofsted.gov.uk/provider/21/107035> | Free |
| Performance management policy and procedures adopted by the governing body. | Included in our Pay Policy Hard Copy: available upon request - contact school office. | Free |
| Performance data or a direct link to it | Available on school website <https://www.dobcroft-jun.sheffield.sch.uk/page/ks2-assessment-results/46164>  | Free |
| The school’s future plans;  | Hard Copy: available upon request - contact school office. | Free |
| Safeguarding and child protection  | Available on school website <https://www.dobcroft-jun.sheffield.sch.uk/page/safeguarding-including-online-safety/144960>Hard Copy: available upon request - contact school office. | Free |
| **Class 4 – How we make decisions** (Decision making processes and records of decisions) Current and previous three years as a minimum |
| Admissions policy/decisions  | Information on admissions process is available on our school website <https://www.dobcroft-jun.sheffield.sch.uk/page/admissions/40515>Hard Copy of Admission Guides for Parents (current year) : available upon request - contact school office. | Free |
| 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 office. | Free |
| **Class 5 – Our policies and procedures** (Current written protocols, policies and procedures for delivering our services and responsibilities)   |
| Records management and personal data policies, including:* Records retention, destruction and archive policies
* Data protection Policy
 | Our GDPR Policy is available on our school website <https://www.dobcroft-jun.sheffield.sch.uk/serve_file/33149867>Hard Copy: available upon request - contact school office.Retention policy. Hard Copy: available upon request - contact school office. | Free |
| Charging regimes and policies.  | Our Charging and Remissions policy is available on our website <https://www.dobcroft-jun.sheffield.sch.uk/serve_file/36547270>Hard Copy: available upon request - contact school office. | Free |
| **Class 6 – Lists and Registers** Currently maintained lists and registers only (this does not include the attendance register). |
| Curriculum circulars and statutory instruments | Curriculum overviews are available on school website <https://www.dobcroft-jun.sheffield.sch.uk/page/wider-curriculum-overviews/131405> Hard Copy: available upon request - contact school office. | Free |
| Disclosure logs  | Inspection only - contact school office | Free |
| Asset register | Inspection only - contact school office | Free |
| Any information the school is currently legally required to hold in publicly available registers  | Inspection only - Contact school office | Free |
| **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 |
| Extra-curricular activities | Information regarding our after school activities is available on our website (Children’s University, After School Clubs and DASH)https://www.dobcroft-jun.sheffield.sch.uk/page/after-school-clubs/40472Hard Copy: available upon request - contact school office. | Free |
| Out of school clubs | Information on our after school clubs is available on our school website https://www.dobcroft-jun.sheffield.sch.uk/page/after-school-clubs/40472Hard Copy: available upon request - contact school office. | Free |
| Services for which the school is entitled to recover a fee, together with those fees | Our Charging and Remissions policy is available on our website <https://www.dobcroft-jun.sheffield.sch.uk/serve_file/36547270>  | Free |
| Newsletters | The latest newsletter (+ previous 2 months if applicable) is available on our school website<https://www.dobcroft-jun.sheffield.sch.uk/newsitems>Hard Copy: available upon request - contact school office. | Free |