

Freedom of Information

Guide to information available from The Grove School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Mrs Hilary Priest – Headteacher Mrs Sam Wilkinson – Deputy Headteacher	Further details available on the school website.	Nil
Who’s who on the governing body / board of governors and the basis of their appointment	Governing Body full details available on the school website.	Nil
Instrument of Government / Articles of Association	Further details available on the school website.	Nil

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Available from the school office and/or the school website.	Nil
School prospectus (if any)	N/A	N/A
Annual Report (if any)	N/A	N/A
Staffing structure	Available on the school website.	Nil
School session times and term dates	Full details available under Information Handbook and Calendar.	Nil
Address of school and contact details, including email address. The Grove School, The Grove, Totnes, Devon, TQ9 5ED Telephone – 01803 862018 Email – admin@the-grove-primary.devon.sch.uk	Available on the school website.	Nil

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Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	By written request to the Headteacher.	Nil
Capital funding	As above.	Nil
Financial audit reports	As above.	Nil
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	As above.	Nil
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).	As above.	Nil

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Pay policy	As above.	Nil
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.	As above.	Nil
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.	As above.	Nil
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	As above.	Nil
Class 3 – What our priorities are and how we are doing		

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<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>School website or by written request to the Headteacher.</p> <p>Performance data and latest Ofsted information available on the school website or hard copies available via the school office. Post inspection action plan – details available by written request to the Headteacher.</p>	<p>Nil</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>By written request to the Clerk to Governors.</p>	<p>Nil</p>

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Performance data or a direct link to it	By written request to the Headteacher.	Nil
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	By written request to the Headteacher.	Nil
Safeguarding and child protection	Available on the school website, see Policies section.	Nil
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	Available on DCC websites, admissions booklets and school website.	Nil
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).	Available on the school website, see Governors section.	Nil

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Class 5 – Our policies and procedures	A full list of policies and procedures are available on the school website. Individual policies may be available upon written request to the Clerk to Governors.	Nil
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) 	As above.	Nil
Charging regimes and policies.	Charging Policy available on the school website or hard copy	Nil

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	available via the Clerk to Governors.	
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	By written request to the Clerk to Governors.	Nil
Disclosure logs	Hard copy available for inspection only.	Nil
Asset register	Hard copy available for inspection only.	Nil
Any information the school is currently legally required to hold in publicly available registers	Hard copy available for inspection only.	Nil
Class 7 – The services we offer		

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Extra-curricular activities	Available on the school website, via newsletters and posters. Hard copies may also be requested via the school office.	Nil
Out of school clubs	Available on the school website, via newsletters and posters. Hard copies may also be requested via the school office.	Nil
Services for which the school is entitled to recover a fee, together with those fees	Extra curricular pupil residential activities, out of school hours may be offered with covering costs where applicable.	Nil



Information Commissioner's Office

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School publications, leaflets, books and newsletters	Newsletters, leaflets and other documents available on the website and also available in hardcopy upon request.	Nil
Additional Information		

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing (black & white)	Photocopying charged at 10p per sheet and postage at current rates. (See Charging Policy for full details).
	Photocopying/printing (colour)	As above
	Postage	As above
Statutory Fee	N/A	N/A

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Other	N/A	N/A