



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	<p>Website:</p> <p>https://penponds.eschools.co.uk/web/whos_who/189816</p> <p>https://www.troon.cornwall.sch.uk/website/meet-the-team/37632</p> <p>http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/school-information/staff/</p> <p>http://www.st-meriadoc-jnr.cornwall.sch.uk/website/meet_the_team/234091</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p per sheet</p>
Who's who on the governing body / Board of Directors and the basis of their appointment	<p>Website:</p> <p>https://www.rainbowacademy.org.uk/governance-documents</p> <p>(MAT Governance Information)</p> <p>Hard copy: available upon request - contact school/central MAT office</p>	<p>Free</p> <p>5p per sheet</p>
Instrument of Government / Articles of Association	<p>Website:</p> <p>https://www.rainbowacademy.org.uk/governance-documents</p> <p>Hard copy: available upon request - contact central MAT office</p>	<p>Free</p> <p>5p per sheet</p>
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p>Website:</p> <p>https://www.penponds.cornwall.sch.uk</p> <p>https://www.troon.cornwall.sch.uk</p>	<p>Free</p>



	<p>http://www.st-meriadoc-inf.cornwall.sch.uk</p> <p>http://www.st-meriadoc-jnr.cornwall.sch.uk</p> <p>Hard copy: available upon request - contact school</p>	5p per sheet
Annual Report	<p>https://www.rainbowacademy.org.uk/governance-documents/</p> <p>Audited accounts</p> <p>Hard copy: available upon request - central MAT office</p>	Free 5p per sheet
Staffing structure	<p>Website:</p> <p>https://penponds.eschools.co.uk/web/whos_who/189816</p> <p>https://www.troon.cornwall.sch.uk/website/meet-the-team/37632</p> <p>http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/school-information/staff/</p> <p>http://www.st-meriadoc-jnr.cornwall.sch.uk/website/meet_the_team/234091</p> <p>https://www.rainbowacademy.org.uk/our-team</p> <p>Hard copy: available upon request - contact school/central MAT office</p>	Free 5p per sheet
School session times and term dates	<p>Website:</p> <p>https://penponds.eschools.co.uk/web/term_dates/212406</p> <p>https://penponds.eschools.co.uk/web/our_school_day/235376</p> <p>https://www.troon.cornwall.sch.uk/website/term-dates/37643</p> <p>https://www.troon.cornwall.sch.uk/website/our-school/37624</p> <p>http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/school-news/calendar/</p>	Free



	http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/parent-information/school-information/ http://www.st-meriadoc-jnr.cornwall.sch.uk/website/term_dates/431947 http://www.st-meriadoc-jnr.cornwall.sch.uk/website/our_school_day/234056 Hard copy: available upon request - contact school	5p per sheet
Address of school and contact details, including email address.	Website: https://penponds.eschools.co.uk/web/contact/143864 https://www.troon.cornwall.sch.uk/website/contact/8463 http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/school-information/contact/ http://www.st-meriadoc-jnr.cornwall.sch.uk/website/contact/4751 https://www.rainbowacademy.org.uk/how-to-finds-us Hard copy: available upon request - contact school	Free 5p per sheet
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		
Annual budget plan and financial statements	Hard copy: available upon request – contact central MAT office	5p per sheet
Capital funding	Hard copy: available upon request – contact central MAT office	5p per sheet
Financial audit reports	Website: https://www.rainbowacademy.org.uk/governance-documents	Free



	Hard copy: available upon request – contact central MAT office	5p per sheet
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 central MAT office	5p per sheet
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 central MAT office	5p per sheet
Pay policy	Hard copy: available upon request – contact central MAT office	5p per sheet
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 central MAT office	5p per sheet
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 central MAT office	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request – contact central MAT office	5p 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

<p>School profile (if any)</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted report and SIAMS report for Church Schools • Post-inspection action plan 	<p>Hard copy: available upon request- please contact school</p> <p>Website:</p> <p>https://www.compare-school-performance.service.gov.uk/school/140741/penponds-school/primary</p> <p>https://www.compare-school-performance.service.gov.uk/school/140790/troon-community-primary-school/primary</p> <p>https://www.compare-school-performance.service.gov.uk/school/140782/st-meriadoc-cofe-infant-academy/primary</p> <p>https://www.compare-school-performance.service.gov.uk/school/140781/st-meriadoc-cofe-junior-academy/primary</p> <p>https://penponds.eschools.co.uk/web/welcome_to_penponds/230408</p> <p>https://www.troon.cornwall.sch.uk/website/our_performance/37662</p> <p>http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/parent-information/inspection-reports/</p> <p>http://www.st-meriadoc-jnr.cornwall.sch.uk/website/ofsted/341433</p> <p>http://www.st-meriadoc-jnr.cornwall.sch.uk/website/church_school/5142</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p per sheet</p>
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Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request – contact central MAT office	5p per sheet
Performance data or a direct link to it	Website: https://www.compare-school-performance.service.gov.uk/school/140741/penponds-school/primary https://www.compare-school-performance.service.gov.uk/school/140790/troon-community-primary-school/primary https://www.compare-school-performance.service.gov.uk/school/140782/st-meriadoc-cofe-infant-academy/primary https://www.compare-school-performance.service.gov.uk/school/140781/st-meriadoc-cofe-junior-academy/primary Hard copy: available upon request – contact school	Free 5p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status (if any)	Hard copy: available upon request – contact central MAT office	5p per sheet
Safeguarding and child protection	Website: https://penponds.eschools.co.uk/web/safeguarding_and_child_protection/278175 https://www.troon.cornwall.sch.uk/website/school-policies/37636 http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/parent-information/child-protection-safeguarding/ http://www.st-meriadoc-jnr.cornwall.sch.uk/website/safeguarding/188191	Free



	Hard copy: available upon request - contact school	5p per sheet
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	Website: https://penponds.eschools.co.uk/web/admissions/143892 https://www.troon.cornwall.sch.uk/website/admissions/37637 http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/parent-information/admissions/ http://www.st-meriadoc-jnr.cornwall.sch.uk/website/admissions/234071 https://www.rainbowacademy.org.uk/documents-policies Hard copy: available upon request - contact school/ central MAT office	Free 5p per sheet
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 sheet
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. 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	Website: https://penponds.eschools.co.uk/web/policies/143982	Free





	http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/parent-information/curriculum-information/ http://www.st-meriadoc-jnr.cornwall.sch.uk/website/curriculum_1/234138 Hard copy: available upon request - contact school	5p per sheet
Disclosure logs	Inspection only- contact school	Free
Asset register	Inspection only- contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only- contact school	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	Website: https://penponds.eschools.co.uk/web/after_school_clubs/143886 https://www.troon.cornwall.sch.uk/website/before_and_after_school_club/230997 http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/classes/clubs/ http://www.st-meriadoc-jnr.cornwall.sch.uk/website/our_school_clubs/5187 Hard copy: available upon request - contact school	Free 5p per sheet
Out of school clubs	Website: https://penponds.eschools.co.uk/web/after_school_clubs/143886 https://www.troon.cornwall.sch.uk/website/before_and_after_school_club/230997	Free



	<p>http://www.st-meriadoc-inf.cornwall.sch.uk/index.php/classes/clubs/</p> <p>http://www.st-meriadoc-jnr.cornwall.sch.uk/website/our_school_clubs/5187</p> <p>Hard copy: available upon request - contact school</p>	5p per sheet
Services for which the school is entitled to recover a fee, together with those fees	<p>Website:</p> <p>https://primariesite-prod-sorted.s3.amazonaws.com/rainbow-multi-academy-trust/UploadedDocument/74ec77c2641b48848838096f55b9bd40/charging-and-remissions.pdf</p> <p>Hard copy: available upon request - contact school</p>	Free
School publications, leaflets, books and newsletters	<p>Website:</p> <p>https://www.penponds.cornwall.sch.uk</p> <p>(Various information signposted from here)</p> <p>https://penponds.eschools.co.uk/web/home/143861</p> <p>(Newsletters)</p> <p>https://www.troon.cornwall.sch.uk</p> <p>(Various information signposted from here)</p> <p>https://www.troon.cornwall.sch.uk/website/newsletters_autumn_term_2019/421585</p> <p>(Newsletters)</p> <p>http://www.st-meriadoc-inf.cornwall.sch.uk</p>	Free



	<p>(Various information signposted from here)</p> <p>http://www.st-meriadoc-inf.cornwall.sch.uk/index.php?cID=153</p> <p>(Newsletters)</p> <p>http://www.st-meriadoc-jnr.cornwall.sch.uk</p> <p>(Various information signposted from here)</p> <p>http://www.st-meriadoc-jnr.cornwall.sch.uk/website/april_2019/402818</p> <p>(Newsletters)</p> <p>Hard copy: available upon request - contact school</p>	<p>5p per sheet</p>
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Type of Charge	Description	Basis of Charge
Disbursement Costs	Photocopying/ printing @ pence per sheet (black and white)	£0.05 per sheet- Actual cost
	Photocopying/ printing @ pence per sheet (colour)	£0.12 per sheet- Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class