**Guide to Information – Bredbury St Mark’s CE Primary School**

Certain information about our organisation is required to be published under the Freedom of Information Act or in accordance with guidance issued by the Department of Education. This guide identifies where this information is published or how it can be obtained.

Please note that the guide only covers the information we currently hold. Any information that is not held will be marked as such.

| **Class 1 - Who we are and what we do**Information about us: our structures, locations, and contacts. This is current information only. |
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| **Information to be published** | **Authority** | **How you can obtain the information** | **Cost** |
| Contact details for the school or Trust, postal and email address (if used). Where possible, named contacts with telephone number and email address. | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/contact> | Not applicable |
| Headteacher’s contact details. | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/contact> | Not applicable |
| Who’s who in the school or Trust.  | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/meet-our-staff/72955> | Not applicable |
| Who’s who on the governing body/ board of governors and selection criteria for appointment/ governing body’s contact details. | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/school-governors/72524> | Not applicable |
| Diversity data for the governing board. | DfE | Not held | Not applicable |
| For Academies: Trustees’ contact details. | ICO | Trustees can be contacted through the CDAT central office. Published on the Trust website: [www.cdat.co.uk/contact.html](http://www.cdat.co.uk/contact.html) | Not applicable |
| For Academies: Trustee who’s who. | ICO & DfE | Published on the Trust website: www.cdat.co.uk/our-services/governance/our-trust/governance.html  | Not applicable |
| For Academies: Trustee diversity data. | DfE | Not held | Not applicable |
| Instrument of Government/ Articles of Association. | ICO & DfE | Published on the Trust website: www.cdat.co.uk/our-services/governance/our-trust/legal-financial-information.html  | Not applicable |
| Prospectus.  | ICO | Published on the school/Trust website: [insert link to specific web page]Hard copy available on request. Please contact the school office. | Not applicableYes – see cost table. |
| School session times and term dates. | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/term-dates/99974><https://www.st-marks.stockport.sch.uk/page/school-day/136072> | Not applicable |
| School curriculum. | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/curriculum/116748> | Not applicable |

| **Class 2 – What we spend and how we spend it.**Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year’s information. |
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| **Information to be published** | **Authority** | **How you can obtain the information** | **Cost** |
| Annual budget and financial statements.  | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| For Academies: Annual accounts. | ICO & DfE | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| Capital funding. | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| Financial audit reports. | ICO & DfE | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval). | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range. | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| Staff pay – number of employees who have a gross annual salary and benefits of £100,000 or more, published in £10,000 increments. | DfE | Not applicable. | Not applicable |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.   | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| For Academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees. | ICO | Hard copy available on request. Please contact the Trust office. | Yes – see cost table. |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors. | ICO | Not applicable. | Yes – see cost table. |
| Procurement and contracts.  | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| Details of any premiums we receive such as pupil premium, recovery premium and sports premium.  | ICO & DfE | Published on the school website:<https://www.st-marks.stockport.sch.uk/page/sports-premium/72624><https://www.st-marks.stockport.sch.uk/page/pupil-premium/72629> | Not applicable |

| **Class 3 – What our priorities are and how we are doing**Strategies and plans, performance indicators, audits, inspections and reviews. This is current information only. |
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| **Information to be published**  | **Authority** | **How you can obtain the information** | **Cost** |
| Annual report. | ICODfE  | Published on the Trust website: <https://www.cdat.co.uk/our-services/governance/our-trust/legal-financial-information.html> | Not applicable |
| Latest reports from regulators (Ofsted /Estyn / Education and Training Inspectorate) | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/ofsted/153973> <https://www.st-marks.stockport.sch.uk/page/siams/153974> | Not applicable |
| Test, exam, and assessment results. | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/school-performance/72621>  | Not applicable |
| Performance tables. | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/school-performance/72621>  | Not applicable |
| Remote education. | DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/remote-learning/145208> | Not applicable |
| The school or Academy’s future plans e.g., proposals for and any consultation on the future of the school/Academy, such as a change in status (if applicable).  | ICO | Not applicable | Yes – see cost table. |
| School profile and performance data supplied to the Government. | ICO & DfE | Published on the GIAS website: www.get-information-schools.service.gov.uk/Search  | Not applicable |
| Data Protection Impact Assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc). | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |

| **Class 4 – How we make decisions**Decision making processes and records of decisions. This is current information and the previous three year’s information. |
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| **Information to be published**  | **Authority** | **How you can obtain the information**  | **Cost** |
| Admissions policy and, where applicable, admission decisions (not individual decisions e.g., application numbers/ patterns of successful applicants, including criteria on which applications were successful). | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/policies/72638> | Not applicableYes – see cost table. |
| Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it. | ICO & DfE | Hard copy available on request. Please contact the school office.links to which can be found at: www.cdat.co.uk/our-schools.html  | Not applicable |

| **Class 5 – Our policies and procedures**Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only. |
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| **Information to be published**  | **Authority** | **How you can obtain the information**  | **Cost** |
| School policies and other documents, such as behaviour policy, complaints procedure, anti-bullying policy, eSafety, SEND, access to information etc. | ICO & DfE | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/policies/72638> | Not applicable |
| Safeguarding and child protection, including protecting children’s personal data.  | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/policies/72638><https://www.st-marks.stockport.sch.uk/page/safeguarding/72522> | Not applicable |
| Equality and diversity including the public sector equality duty. | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/policies/72638> | Not applicable |
| Policies and procedures relating to recruitment and human resources.  | ICO | Hard copy available on request. Please contact the school office. | Not applicable |
| Special educational needs.  | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/pupil-support-send/72635> | Not applicable |
| Customer service and complaints policies and procedures (including those covering handling requests for information and operating the publication scheme). | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/policies/72638> | Not applicable |
| Pay policy. | ICO | Hard copy available on request. Please contact the school office. | Not applicable |
| Records management (information security policies, records retention, destruction and archive policies). | ICO | Published on the Trust website: www.cdat.co.uk/our-trust/policies.html  | Not applicable |
| Data protection (including information sharing and CCTV usage policies). | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/policies/72638> | Not applicable |
| Charging regimes and policies. | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/policies/72638> | Not applicable |
| Careers programme information. | ICO | Not applicable. | Yes – see cost table. |

| **Class 6 – Lists and registers**Currently maintained lists and registers only (this does not include attendance registers). |
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| **Information to be published**  | **Authority** | **How you can obtain the information**  | **Cost** |
| CCTV - details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf. | ICO | Not applicable. | Yes – see cost table. |
| Disclosure logs, i.e., information provided in response to FOI/EIR requests. | ICO | Not held. | Not applicable |
| Asset register and Information Asset Register.  | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |
| Any information we are currently legally required to hold in publicly available registers.  | ICO | Hard copy available on request. Please contact the school office. | Yes – see cost table. |

| **Class 7 – The services we offer**Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. This is current information only. |
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| **Information to be published**  | **Authority** | **How you can obtain the information**  | **Cost** |
| Extra-curricular activities. | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/extra-curricular-activities/111649>Hard copy available on request. Please contact the school office. | Not applicableYes – see cost table. |
| Out of school clubs. | ICO | Published on the school website: <https://www.st-marks.stockport.sch.uk/page/before-and-after-school-care/72647>Hard copy available on request. Please contact the school office. | Not applicableYes – see cost table. |
| Services for which we are entitled to recover a fee, together with those fees. | ICO | Hard copy available on request. Please contact the school office.<https://www.st-marks.stockport.sch.uk/page/before-and-after-school-care/72647><https://www.st-marks.stockport.sch.uk/page/nursery-additional-hours-booking-form/110480> | Yes – see cost table. |
| Our publications, leaflets, books and newsletters. | ICO | Published on the school website:Hard copy available on request. Please contact the school office.<https://www.st-marks.stockport.sch.uk/page/letters-newsletters/82429> | Not applicableYes – see cost table. |
| **Additional Information** |
| Any information that is not itemised in the lists above. | Not applicable | Not applicable | Not applicable |

**Schedule of charges**

The following table describes how we assess any charges:

|  |  |  |
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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 5p per sheet (black & white) | Actual cost incurred  |
| Photocopying @ 8p per sheet (colour) | Actual cost incurred |
| Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory fee** | Not applicable | Not applicable |

**The office details for information available upon request are:**

Chester Diocesan Academies Trust

Room 518

The Heath Business and Technical Park

Runcorn

WA7 4QX

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