

POVEREST PRIMARY SCHOOL

Published Guide to Information



INFORMATION AND HOW IT CAN BE OBTAINED	
<i>Hard copies of this information can be requested via the school office at a cost of 10p per page</i>	
Who's who in the school	<p>www.poveretsprimaryschool.com</p> <p>A Gallery of Staff can be found on the 'About Us' page</p>
Who's who on the Governing Body and the basic of their appointment	<p>www.poveretsprimaryschool.com</p> <p>Governor Information can be found on the 'About Us' page</p>
Instrument of Government/Articles of Association	Available on request via the main office.
Contact details for the Head Teacher and for the Governing Body, via the school	<p>www.poveretsprimaryschool.com</p> <p>You can contact the Head Teacher via the school office on 01689 816 060</p> <p>The Chair of Governor can also be contacted via the school office.</p>
Staffing structure	<p>www.poveretsprimaryschool.com</p> <p>A list of our Staff and their positions can be found on the 'About Us' page under A Gallery of Staff</p>
School session times and term dates	<p>www.poveretsprimaryschool.com</p> <p>School times can be found on the 'School Life' page under 'School Day'.</p> <p>Term times are located on 'Key Info' page.</p>
Address of school and contact details, including email address	<p>www.poveretsprimaryschool.com</p> <p>There is a contact form on the 'Contact Us' page.</p> <p>The school's telephone number is 01689 816 060 and the email address is admin@poverest.co.uk</p>

Class 2:**Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial year)*****Hard copies of this information can be requested via the school office at a cost of 10p per page***

Annual budget plan and financial statements	Hard copy available on request from school
Capital funding	Hard copy available on request from school
Financial Audit reports	Hard copy available on request from school
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 on request from school
Procurement and contracts the school 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 dioceses).	Hard copy available on request from school
Pay Policy	Hard copy available on request from school
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 £60,000.00 per annum)(by reference to categories.	Hard copy available on request from school
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy available on request from school

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)*****Hard copies of this information can be requested via the school office at a cost of 10p per page***

School profile (if any).	www.poveretsprimaryschool.com
Performance data supplied to the English Government or a direct link to the data.	https://www.find-school-performance-data.service.gov.uk/school/101641/poverest-primary-school
The latest Ofsted report.	www.poveretsprimaryschool.com 'Key Info' page, under 'Key Documents' there is an 'Ofsted' section
Post-inspection action plan.	www.poveretsprimaryschool.com 'Key Info' page, under 'Key Documents' there is an 'Ofsted' section
Performance management policy and procedures adopted by the Governing Body.	www.poveretsprimaryschool.com A list of our policies and procedures are kept in the 'Key Info' page, under 'Key Documents'
Performance data or a direct link to it.	www.poveretsprimaryschool.com 'Key Info' page, under 'Results & Performance'
The School's future plans, for example, proposals for and any consultation on the future of the school such as a change in status.	No future plans for a change in status of any kind.
Safeguarding and Child Protection	www.poveretsprimaryschool.com A list of our policies and procedures are kept in the 'Key Info' page, under 'Key Documents'

Class 4: How we make decisions (decision making processes and records of decisions) (current and previous three years) <i>Hard copies of this information can be requested via the school office at a cost of 10p per page</i>	
Admissions policy/decisions (not individual admission decisions)	www.poveretsprimaryschool.com A list of our policies and procedures are kept in the 'Key Info' page, under 'Key Documents'
Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings)	www.poveretsprimaryschool.com Governor Information can be found on the 'About Us' page

Class 5: Our current policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities (including policies and procedures for handling information requests). <i>Hard copies of this information can be requested via the school office at a cost of 10p per page</i>	
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) 	www.poveretsprimaryschool.com A list of our policies and procedures are kept in the 'Key Info' page, under 'Key Documents'
Charging regimes and policies.	www.poveretsprimaryschool.com A list of our policies and procedures are kept in the 'Key Info' page, under 'Key Documents'

Class 6:**Lists and registers (currently maintained lists and registers only: this does not include the attendance register)*****Hard copies of this information can be requested via the school office at a cost of 10p per page***

Curriculum circulars and statutory instruments	www.poveretsprimaryschool.com 'Curriculum' page
Disclosure logs	Inspection only
Asset register	Inspection only
Any information the school is currently legally required to hold in publicly available registers.	Inspection only

Class 7:**The services we currently offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)*****Hard copies of this information can be requested via the school office at a cost of 10p per page***

Extra-curricular activities	www.poveretsprimaryschool.com 'Curriculum' page
Out of School Clubs	www.poveretsprimaryschool.com 'School Life' page
Services for which the school is entitled to recover a fee, together with those fees	www.poveretsprimaryschool.com 'Key Info' page under School Policies
School publications, leaflets, books and newsletters.	www.poveretsprimaryschool.com