

Published Guide to Information

	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: https://www.cringlebrook.manchester.sch.uk/copy-of-our-staff Hard copy: available upon request - contact school	See final pages for costs
Who's who on the governing body and the basis of their appointment	Website: https://www.cringlebrook.manchester.sch.uk/copy-of-our-governing-body Hard copy: available upon request - contact school	
Instrument of Government / Articles of Association	Website: https://www.kingswaycommunitytrust.co.uk/trust-documents Hard copy: available upon request - contact school	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://www.cringlebrook.manchester.sch.uk/contact-us Hard copy: available upon request - contact school	
Staffing structure	Hard copy: available upon request - contact school	
School session times and term dates	Website: https://www.cringlebrook.manchester.sch.uk/school-term-dates Website: https://www.cringlebrook.manchester.sch.uk/our-school-day Hard copy: available upon request - contact school	
Address of school and contact details, including email address	Website: https://www.cringlebrook.manchester.sch.uk/contact-us Hard copy: available upon request - contact school	
School prospectus	Website: https://c40a7245-35c9-4d6b-b935-acddb99107fb.filesusr.com/ugd/13b1eb_ce1c101ba79e4d119313cb140ea5a4a3.pdf Hard Copy: available upon request	

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Information	How the information can be obtained	Cost
Class two: 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 school	
Capital funding	Hard copy: available upon request - contact school	
Financial audit reports	Hard copy: available upon request - contact school	
Pay policy	Hard copy: available upon request - contact school	
Staff allowances and expenses	Hard copy: available upon request - contact school	
Staffing, pay and grading structure	Hard copy: available upon request - contact school	
Governors' allowances that can be incurred or claimed	Hard copy: available upon request - contact school	

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Information	How the information can be obtained	Cost
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
<ul style="list-style-type: none"> performance data supplied to the English Government or a direct link to the data the latest Ofsted report post-inspection action plan 	Website: https://www.cringlebrook.manchester.sch.uk/our-results Website: https://www.compare-school-performance.service.gov.uk/school/140692/cringle-brook-primary-school/primary Website: https://reports.ofsted.gov.uk/provider/21/140692 Hard copy: available upon request - contact school	
Performance management policy and procedures adopted by the Trust Board	Hard copy: available upon request - contact school	
Performance data	Website: https://www.cringlebrook.manchester.sch.uk/our-results Hard copy: available upon request - contact school	
The school's future plan	Hard copy: available upon request - contact school	
Safeguarding and child protection	Website: https://www.cringlebrook.manchester.sch.uk/safeguarding Hard copy: available upon request - contact school	
Class four: 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)	Website: https://www.cringlebrook.manchester.sch.uk/admissions Hard copy: available upon request - contact school	
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact school	



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Class five: 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, or by the English government. These will include policies and procedures for handling information requests)

Information	How the information can be obtained	Cost
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)• Statutory policies	<p>Website: https://www.cringlesbrook.manchester.sch.uk/policies</p> <p>Website: https://www.cringlesbrook.manchester.sch.uk/data-protection</p> <p>Website: https://c40a7245-35c9-4d6b-b935-acddb99107fb.filesusr.com/ugd/13b1eb_f2041824320c4659803feca2b2a4fedc.pdf</p> <p>Hard copy: available upon request - contact school</p>	
Charging regimes and policies	<p>Website: https://c40a7245-35c9-4d6b-b935-acddb99107fb.filesusr.com/ugd/13b1eb_5664b215f07a402583177ff51d089d4b.pdf</p> <p>Hard copy: available upon request - contact school</p>	

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Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments		
Disclosure logs	Inspection only - contact school	
Asset register	Inspection only - contact school	
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	
Class seven: 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 On line Safety	Website: https://www.cringlebrook.manchester.sch.uk/extra-curricular Website: https://www.cringlebrook.manchester.sch.uk/keeping-children-safe-on-line Hard copy: available upon request - contact school	
School Newsletters	Hard copy: available upon request – contact school	
School Leaflets including <ul style="list-style-type: none"> • Safeguarding • Behaviour • On line safety • Visitors to site 	Hard copy: available upon request – contact school	



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Contact details:

Cringle Brook Primary School, 388 Slade Lane, Levenshulme, Manchester, M19 2HT

Tel: 0161 248 1730

Schedule of Charges (subject to increase)

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

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Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @4p per sheet (black and white)	Actual cost
	Photocopying/printing @7p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail, standard, second class