

# Published Guide to Information

	How the information can be obtained	Cost
<b>Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)</b>		
Who's who in the school	<b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/meet-our-staff">https://www.greenend.manchester.sch.uk/meet-our-staff</a> <b>Hard copy:</b> available upon request - contact school	See final pages for costs
Who's who on the governing body and the basis of their appointment	<b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/meet-our-lgb">https://www.greenend.manchester.sch.uk/meet-our-lgb</a> <b>Hard copy:</b> available upon request - contact school	
Instrument of Government / Articles of Association	<b>Website:</b> <a href="https://www.kingswaycommunitytrust.co.uk/trust-documents">https://www.kingswaycommunitytrust.co.uk/trust-documents</a> <b>Hard copy:</b> available upon request - contact school	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/contact-us">https://www.greenend.manchester.sch.uk/contact-us</a> <b>Hard copy:</b> available upon request - contact school	
Staffing structure	<b>Hard copy:</b> available upon request - contact school	
School session times and term dates	<b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/school-term-dates">https://www.greenend.manchester.sch.uk/school-term-dates</a> <b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/our-school-day">https://www.greenend.manchester.sch.uk/our-school-day</a> <b>Hard copy:</b> available upon request - contact school	
Address of school and contact details, including email address	<b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/contact-us">https://www.greenend.manchester.sch.uk/contact-us</a> <b>Hard copy:</b> available upon request - contact school	
School prospectus	<b>Website:</b> <a href="https://589b7470-ae4d-41e7-a57a-c9737aeb9154.filesusr.com/ugd/13b1eb_d95e9f7750d547ecbc8a906a31ebd297.pdf">https://589b7470-ae4d-41e7-a57a-c9737aeb9154.filesusr.com/ugd/13b1eb_d95e9f7750d547ecbc8a906a31ebd297.pdf</a> <b>Hard Copy:</b> available upon request	



# Published Guide to Information

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	<b>Hard copy:</b> available upon request - contact school	
Capital funding	<b>Hard copy:</b> available upon request - contact school	
Financial audit reports	<b>Hard copy:</b> available upon request - contact school	
Pay policy	<b>Hard copy:</b> available upon request - contact school	
Staff allowances and expenses	<b>Hard copy:</b> available upon request - contact school	
Staffing, pay and grading structure	<b>Hard copy:</b> available upon request - contact school	
Governors' allowances that can be incurred or claimed	<b>Hard copy:</b> available upon request - contact school	

# Published Guide to Information

Information	How the information can be obtained	Cost
<b>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)</b>		
<ul style="list-style-type: none"> <li>performance data supplied to the English Government or a direct link to the data</li> <li>the latest Ofsted report</li> <li>post-inspection action plan</li> </ul>	<p><b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/our-results">https://www.greenend.manchester.sch.uk/our-results</a></p> <p><b>Website:</b> <a href="https://www.compare-school-performance.service.gov.uk/school/140130/green-end-primary-school/primary">https://www.compare-school-performance.service.gov.uk/school/140130/green-end-primary-school/primary</a></p> <p><b>Website:</b> <a href="https://reports.ofsted.gov.uk/provider/21/140130">https://reports.ofsted.gov.uk/provider/21/140130</a></p> <p><b>Hard copy:</b> available upon request - contact school</p>	
Performance management policy and procedures adopted by the Trust Board	<b>Hard copy:</b> available upon request - contact school	
Performance data	<p><b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/our-results">https://www.greenend.manchester.sch.uk/our-results</a></p> <p><b>Hard copy:</b> available upon request - contact school</p>	
The school's future plan	<b>Hard copy:</b> available upon request - contact school	
Safeguarding and child protection	<p><b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/safeguarding">https://www.greenend.manchester.sch.uk/safeguarding</a></p> <p><b>Hard copy:</b> available upon request - contact school</p>	
<b>Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)</b>		
Admissions policy/ decisions (not individual admission decisions)	<p><b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/admissions">https://www.greenend.manchester.sch.uk/admissions</a></p> <p><b>Hard copy:</b> available upon request - contact school</p>	
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)	<b>Hard copy:</b> available upon request - contact school	

# Published Guide to Information

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"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> <li>• Statutory policies</li> </ul>	<p><b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/policies">https://www.greenend.manchester.sch.uk/policies</a></p> <p><b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/data-protection">https://www.greenend.manchester.sch.uk/data-protection</a></p> <p><b>Website:</b> <a href="https://589b7470-ae4d-41e7-a57a-c9737aeb9154.filesusr.com/ugd/13b1eb_97a548e56b5a404f93642ff6f9a7738e.pdf">https://589b7470-ae4d-41e7-a57a-c9737aeb9154.filesusr.com/ugd/13b1eb_97a548e56b5a404f93642ff6f9a7738e.pdf</a></p> <p><b>Hard copy:</b> available upon request - contact school</p>	
Charging regimes and policies	<p><b>Website:</b> <a href="https://589b7470-ae4d-41e7-a57a-c9737aeb9154.filesusr.com/ugd/13b1eb_5664b215f07a402583177ff51d089d4b.pdf">https://589b7470-ae4d-41e7-a57a-c9737aeb9154.filesusr.com/ugd/13b1eb_5664b215f07a402583177ff51d089d4b.pdf</a></p> <p><b>Hard copy:</b> available upon request - contact school</p>	

# Published Guide to Information

<b>Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)</b>		
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	
<b>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)</b>		
Extra-curricular activities On line Safety	<b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/extra-curricular">https://www.greenend.manchester.sch.uk/extra-curricular</a> <b>Website:</b> <a href="https://www.greenend.manchester.sch.uk/e-safety">https://www.greenend.manchester.sch.uk/e-safety</a> <b>Hard copy:</b> available upon request - contact school	
School Newsletters	<b>Hard copy: available upon request – contact school</b>	
School Leaflets including <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Behaviour</li> <li>• On line safety</li> <li>• Visitors to site</li> </ul>	<b>Hard copy: available upon request – contact school</b>	



# Published Guide to Information

## Contact details:

Green End Primary School, Burnage Lane, Burnage, Manchester, M19 1DR

Tel: 0161 432 7036

## Schedule of Charges (subject to increase)

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

Single copies of information covered by this publication are provided free if marked as “Hard Copy” and postal charges at the time will apply. We expect items marked “Web” to be downloaded by yourselves.

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