



At Meadowhead, we make a difference



| Class 1 - Who we are and what we do | | |
|--|---|---------------------|
| Who's who in the school | Hard copy: available upon request - contact school | 5p per page |
| Who's who on the governing body / board of governors and the basis of their appointment | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=The+Governing+Body&pid=355 Hard copy: available upon request - contact school | Free 5p per page |
| Instrument of Government / Articles of Association | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school | Free 5p per page |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Contact+Us&pid=29 Hard copy: available upon request - contact school | Free 5p per page |
| School prospectus (if any) | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Prospectus&pid=345 Hard copy: available upon request - contact school | Free 5p per page |
| Staffing structure | Hard copy: available upon request - contact school | 5p per page |
| School session times and term dates | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Timings+of+School+Day&pid=646 Hard copy: available upon request - contact school | Free 5p per page |
| Address of school and contact details, including email address. | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Contact+Us&pid=29 Hard copy: available upon request - contact school | Free 5p per page |



| Class 2 – What we spend and how we spend it | | |
|--|---|---------------------|
| Annual budget plan and financial statements | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school | Free 5p per page |
| Capital funding | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school | Free 5p per page |
| Financial audit reports | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school | Free 5p per page |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school | Free 5p per page |
| 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). | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school | Free 5p per page |
| Pay policy | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school | Free 5p per page |
| 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. | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school | Free 5p per page |
| Staffing, pay and grading structure. As a minimum the pay | Website: | Free |



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| | | |
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| <p>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.</p> | <p>https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school</p> | <p>5p per page</p> |
| <p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p> | <p>Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school</p> | <p>Free 5p per page</p> |



| Class 3 – What our priorities are and how we are doing | | |
|---|--|-------------------------------------|
| School profile (if any) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan | Website: https://www.find-school-performance-data.service.gov.uk/school/138545/meadowhead-school-academy-trust Website: https://www.meadowhead.sheffield.sch.uk/page/?title=OFSTED&pid=344 Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Results+2022&pid=35 Hard copy: available upon request - contact school | Free Free Free 5p per page |
| Performance management policy and procedures adopted by the governing body. | Hard copy: available upon request - contact school | 5p per page |
| Performance data or a direct link to it | Website: https://www.find-school-performance-data.service.gov.uk/school/138545/meadowhead-school-academy-trust https://www.meadowhead.sheffield.sch.uk/page/?title=Results+2022&pid=35 Hard copy: available upon request - contact school | Free Free 5p per page |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Hard copy: available upon request - contact school | 5p per page |
| Safeguarding and child protection | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Safeguarding&pid=1008 Hard copy: available upon request - contact school | Free 5p per page |



| Class 4 – How we make decisions | | |
|---|--|-------------------------|
| Admissions policy/decisions (not individual admission decisions) – where applicable | <p>Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Admissions&pid=618</p> <p>Hard copy: available upon request - contact school</p> | Free 5p per page |
| 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 page |
| Class 5 – Our policies and procedures | | |
| 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) | <p>Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Data+Protection&pid=1053</p> <p>Hard copy: available upon request - contact school</p> | Free 5p per page |
| Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information"). | Hard copy: available upon request - contact school | 5p per page |



| Class 6 – Lists and Registers | | |
|--|---|---------------------|
| Curriculum circulars and statutory instruments | Hard copy: available upon request - contact school | 5p per page |
| Disclosure logs | Hard copy: available upon request - contact school | 5p per page |
| Asset register | Hard copy: available upon request - contact school | 5p per page |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy: available upon request - contact school | 5p per page |
| Class 7 – The services we offer | | |
| Extra-curricular activities | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Extra%2Dcurricular+Opportunities&pid=465 Hard copy: available upon request - contact school | Free 5p per page |
| Out of school clubs | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Extra%2Dcurricular+Opportunities&pid=465 Hard copy: available upon request - contact school | Free 5p per page |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy: available upon request - contact school | 5p per page |
| School publications, leaflets, books and newsletters | Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Phoenix+Newsletter&pid=335 Hard copy: available upon request - contact school | Free 5p per page |



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SCHEDULE OF CHARGES

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying/printing @ 5p per sheet (black & white) | Actual cost * |
| | Photocopying/printing @ per sheet (colour) | Not Available |
| | Postage 68 pence | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | In accordance with the relevant legislation | |

* the actual cost incurred by the public authority