



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
Information about and duties of the governors	Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Governor+Pen+Portraits&pid=1404 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 Headteacher 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:	Free



	https://www.meadowhead.sheffield.sch.uk/page/?title=Contact+Us&pid=29 Hard copy: available upon request - contact school	5p per page
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Class 2 – What we spend and how we spend it		
Annual 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	Hard copy: available upon request - contact school	5p per page
Executive Pay Information	Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school	Free 5p per page
Pupil Premium Funding Statement	Website: https://www.meadowhead.sheffield.sch.uk/attachments/download.asp?file=4219 Hard copy: available upon request - contact school	Free 5p per page
Trade Union facility time reporting.	Hard copy: available upon request - contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Academy+Accounts&pid=351 Hard copy: available upon request - contact school	Free 5p per page



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.compare-school-performance.service.gov.uk/ Website: https://www.meadowhead.sheffield.sch.uk/page/?title=OFSTED&pid=344 Hard copy: available upon request - contact school	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.compare-school-performance.service.gov.uk/ Hard copy: available upon request - contact school	Free 5p per page
Exam and assessment results	Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Test%2C+Exam+and+Assessment+Results&pid=1299	Free
Careers Programme Information	Website: https://www.meadowhead.sheffield.sch.uk/news/?pid=663&nid=19&storyid=586	Free
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	Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Admissions&pid=618	Free



	Hard copy: available upon request - contact school	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) 	Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Data+Protection&pid=1053 Hard copy: available upon request - contact school	Free 5p per page
Safeguarding and child protection, including protecting children’s personal data.	Website: https://www.meadowhead.sheffield.sch.uk/page/?title=Safeguarding&pid=1008	Free
Special Education Needs	Website: https://www.meadowhead.sheffield.sch.uk/attachments/download.asp?file=3939	Free
Health & Safety	Website: https://www.meadowhead.sheffield.sch.uk/attachments/download.asp?file=3941	Free
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
CCTV	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 85 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