

Published guide to information

Who we are and what we do

Who's who in the school	Website www.portercroft.org/about/ Hard copy: available upon request – contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website: https://portercroft.org/governors/ Hard copy: available upon request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Website https://koinoniaacademies.org/policies/ Hard copy: available upon request – contact school	Free 5p per page
Contact details for the Headteacher and the Governing Body Including address of school and email address	Website https://portercroft.org/contact/ Hard copy available upon request – contact school	Free 5p per page
School session times and term dates	Website https://portercroft.org/about/ Hard copy available upon request – contact school	Free 5p per page

What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Annual budget plan	Hard Copy: available upon request – contact school	5p per page
Financial Statements	Website https://koinoniaacademies.org/accounts/	Free

	Hard copy available upon request – contact school	5p per page
Financial Audit Reports	Hard copy – available upon request – contact school	5p per sheet
Pay policy	Hard copy – available upon request – contact school	5p per page
What our priorities are and how we are doing		
School profile	https://www.compare-school-performance.service.gov.uk/school/139986/porter-croft-church-of-england-primary-academy/primary	Free
Ofsted Report	Website https://portercroft.org/policies/	Free
	https://reports.ofsted.gov.uk/provider/21/139986	Free
	Hard copy available upon request – contact school	5p per page
Performance management policy and procedures adopted by the Governing Body	Hard copy available upon request – contact school	5p per page
Safeguarding Policy	Website https://portercroft.org/policies/	Free
	Hard copy available upon request – contact school	5p per page
How we make decisions		
Admissions Policy	Website https://portercroft.org/policies/	Free
	Hard copy available upon request – contact school	5p per page
Agenda and minutes of meetings of the governing body and committees (NB this will exclude information that is regarded as private to the meetings)	Hard copy available upon request – contact school	5p per page
Our policies and procedures (current written protocols, policies and procedures)		
Records management and personal data policies, including: Information security policies	Hard copy available upon request	5p per page

Records retention, destruction and archive policies Data protection (including information sharing policies)		
Charging and remissions policy	Website https://portercroft.org/policies/	Free
	Hard copy available upon request – contact school	5p per page
Lists and Registers (current and maintained lists only, this DOES NOT include attendance registers)		
Curriculum circulars and statutory instruments	Website https://portercroft.org/curriculum/	Free
	Hard copy available upon request – contact school	5p per page
Disclosure logs	Inspection only – contact school	
Asset register	Inspection only – contact school	
Services we offer (information regarding after school clubs, newsletters)		
After school clubs	Website https://portercroft.org/about/	Free
	Hard copy available upon request – contact school	5p per page

Schedules of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying / printing @ pence per sheet (black and white)	Actual cost *	5p per page
	Photocopying / printing @ pence per sheet (colour)	Actual cost *	6p per page
	Postage	Actual cost as per Royal Mail – will be checked at the time of post	To be checked at time of post
Statutory fee	In accordance with the relevant legislation		Not applicable

(*) The actual cost incurred by the Trust