

Guide to information available from the schools within The Mead Educational Trust under the model publication scheme. School: Orchard Mead Academy



Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	https://www.orchard-tmet.uk/our-academy/our-staff/	Free
Who's who on the governing body / board of governors and the basis of their appointment	https://www.orchard-tmet.uk/our-academy/governance/academy-council/	Free
Articles of Association	https://www.tmet.uk/wp-content/uploads/2018/11/Articles-of-Association-TMET-Approved-Nov-2018.pdf	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	https://www.orchard-tmet.uk/contact-us/	Free
School prospectus (if any)	https://www.orchard-tmet.uk/our-academy/prospectus/	
Annual Report	N/A	
School term dates	https://www.orchard-tmet.uk/parents/term-dates/	Free
Address of school and contact details, including email address.	https://www.orchard-tmet.uk/contact-us/	Free

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Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements: Annual Accounts – Trust level Gender Pay Gap – Trust level Master Funding Agreement – Trust level Pupil Premium – Academy level Sports Premium – Academy level Catch Up Numeracy Fund –Academy level Catch Up Literacy Fund – Academy level Specific Grants (National lottery for example) – Academy level	Annual Accounts Gender Pay Gap Master Funding Agreement Pupil Premium N/A Numeracy Literacy N/A	Free
Capital funding	Hard Copy by Request	Free
Financial audit reports	Hard Copy by Request	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy by Request	Free
Pay policy	Hard Copy by Request	Free
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.	Hard Copy by Request	Free
Staffing, pay and grading structure. As a minimum the pay 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.	Hard Copy by Request	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy by Request	Free

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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 Government or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	https://www.orchard-tmet.uk/our-academy/principals-welcome/ Academy Performance Report Ofsted Report	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy by Request	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	Website when applicable https://www.orchard-tmet.uk/our-school-plan/	Free
Safeguarding and child protection	https://www.orchard-tmet.uk/parents/safeguarding/	Free
Class 4 – How we make decisions		
Admissions policy	https://www.orchard-tmet.uk/parents/admissions/	Free
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).	Academy Council Hard Copy by Request Board of Trustee Minutes	Free
Class 5 – Our policies and procedures		

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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) 	https://www.orchard-tmet.uk/our-academy/gdpr/	Free
Charging regimes and policies. This should include details of any statutory charging regimes.	https://www.orchard-tmet.uk/our-academy/policies/	Free
All relevant statutory policies required to be published.	https://www.orchard-tmet.uk/our-academy/policies/	Free
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	https://www.orchard-tmet.uk/curriculum/our-curriculum/	Free
Any information the school is currently legally required to hold in publicly available registers	Hard Copy by Request	Free
Class 7 – The services we offer		
Extra-curricular activities	https://www.orchard-tmet.uk/curriculum/extra-curricular/	Free
Out of school clubs	https://www.orchard-tmet.uk/pupils/clubs/	Free
Services for which the school is entitled to recover a fee, together with those fees	Website when relevant.	Free
School publications, leaflets, books and newsletters	https://www.orchard-tmet.uk/parents/schoolcomms/	Free

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	and Hard Copy	
<p>Additional Information</p> <p>The academy SEND offer</p> <p>Apprentice Report</p>	<p>https://www.orchard-tmet.uk/our-academy/inclusion/send/</p> <p>https://www.tmet.uk/wp-content/uploads/2019/11/Apprentice-Employment-Figures.pdf</p>	Free

SCHEDULE OF CHARGES

Where information is readily available via the website of an individual academy or the Trust, we would encourage that enquirers locate and access the information electronically where possible. A free hard copy of any of the documents listed will be made available upon request at no charge. Charges listed below relate to requests beyond the first copy and may be applicable for FOI requests which relate to multiple/historical and/or voluminous records.

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)-May Vary	Actual cost (for copies beyond first free copy)
	Photocopying/printing @ 5p per sheet (colour)-May Vary	Actual cost (for copies beyond first free copy)
	Postage	Actual cost of Royal Mail standard 2 nd class