

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 |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Class 1 - Who we are and what we do</b>                                                                       |                                                                                                                                                                                                                   |      |
| Who's who in the school                                                                                          | <a href="https://www.orchard-tmet.uk/our-academy/our-staff/">https://www.orchard-tmet.uk/our-academy/our-staff/</a>                                                                                               | Free |
| Who's who on the governing body / board of governors and the basis of their appointment                          | <a href="https://www.orchard-tmet.uk/our-academy/governance/academy-council/">https://www.orchard-tmet.uk/our-academy/governance/academy-council/</a>                                                             | Free |
| Articles of Association                                                                                          | <a href="https://www.tmet.uk/wp-content/uploads/2023/03/Articles-of-Association-TMET-Approved-Nov-2018.pdf">https://www.tmet.uk/wp-content/uploads/2023/03/Articles-of-Association-TMET-Approved-Nov-2018.pdf</a> | Free |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | <a href="https://www.orchard-tmet.uk/contact-us/">https://www.orchard-tmet.uk/contact-us/</a>                                                                                                                     | Free |
| School prospectus (if any)                                                                                       | <a href="https://www.orchard-tmet.uk/our-academy/prospectus/">https://www.orchard-tmet.uk/our-academy/prospectus/</a>                                                                                             |      |
| Annual Report                                                                                                    | N/A                                                                                                                                                                                                               |      |
| School term dates                                                                                                | <a href="https://www.orchard-tmet.uk/parents/term-dates/">https://www.orchard-tmet.uk/parents/term-dates/</a>                                                                                                     | Free |
| Address of school and contact details, including email address.                                                  | <a href="https://www.orchard-tmet.uk/contact-us/">https://www.orchard-tmet.uk/contact-us/</a>                                                                                                                     | Free |

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| Class 2 – What we spend and how we spend it                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |      |
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| Annual budget plan and financial statements:<br>Annual Accounts – Trust level<br>Gender Pay Gap – Trust level<br>Master Funding Agreement – Trust level<br>Pupil Premium – Academy level<br>Sports Premium – Academy level<br>Catch Up Numeracy Fund –Academy level<br>Catch Up Literacy Fund – Academy level<br>Specific Grants (National lottery for example) – Academy level | <a href="#">Annual Accounts</a><br><a href="#">Gender Pay Gap</a><br><a href="#">Master Funding Agreement</a><br><a href="#">Pupil Premium</a><br>N/A<br><a href="#">Numeracy</a><br><a href="#">Literacy</a><br>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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| <b>Class 3 – What our priorities are and how we are doing</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                     |      |
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| <p>School profile (if any)</p> <p>And in all cases:</p> <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 <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul> | <p><a href="https://www.orchard-tmet.uk/our-academy/principals-welcome/">https://www.orchard-tmet.uk/our-academy/principals-welcome/</a></p> <p><a href="#">Academy Performance Report</a></p> <p><a href="#">Ofsted Report</a></p> | 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                                                                                                                                                                                   | <p>Website when applicable</p> <p><a href="https://www.orchard-tmet.uk/our-school-plan/">https://www.orchard-tmet.uk/our-school-plan/</a></p>                                                                                       | Free |
| Safeguarding and child protection                                                                                                                                                                                                                                                                                    | <a href="https://www.orchard-tmet.uk/parents/safeguarding/">https://www.orchard-tmet.uk/parents/safeguarding/</a>                                                                                                                   | Free |
| <b>Class 4 – How we make decisions</b>                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                     |      |
| Admissions policy                                                                                                                                                                                                                                                                                                    | <a href="https://www.orchard-tmet.uk/wp-content/uploads/2023/03/TMET-Admissions-Policy-OMA-V4.0-2026-Onwards.pdf">https://www.orchard-tmet.uk/wp-content/uploads/2023/03/TMET-Admissions-Policy-OMA-V4.0-2026-Onwards.pdf</a>       | 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).                                                                                                                                                   | <p>Acadmy Council Hard Copy by Request</p> <p><a href="#">Board of Trustee Minutes</a></p>                                                                                                                                          | Free |

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| <b>Class 5 – Our policies and procedures</b>                                                                                                                                                                                                                             |                                                                                                                                 |      |
| 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> </ul> | <a href="https://www.orchard-tmet.uk/our-academy/gdpr/">https://www.orchard-tmet.uk/our-academy/gdpr/</a>                       | Free |
| Charging regimes and policies.<br><br>This should include details of any statutory charging regimes.                                                                                                                                                                     | <a href="https://www.orchard-tmet.uk/our-academy/policies/">https://www.orchard-tmet.uk/our-academy/policies/</a>               | Free |
| All relevant statutory policies required to be published.                                                                                                                                                                                                                | <a href="https://www.orchard-tmet.uk/our-academy/policies/">https://www.orchard-tmet.uk/our-academy/policies/</a>               | Free |
| <b>Class 6 – Lists and Registers</b>                                                                                                                                                                                                                                     |                                                                                                                                 |      |
| Curriculum circulars and statutory instruments                                                                                                                                                                                                                           | <a href="https://www.orchard-tmet.uk/curriculum/our-curriculum/">https://www.orchard-tmet.uk/curriculum/our-curriculum/</a>     | Free |
| Any information the school is currently legally required to hold in publicly available registers                                                                                                                                                                         | Hard Copy by Request                                                                                                            | Free |
| <b>Class 7 – The services we offer</b>                                                                                                                                                                                                                                   |                                                                                                                                 |      |
| Extra-curricular activities                                                                                                                                                                                                                                              | <a href="https://www.orchard-tmet.uk/curriculum/extra-curricular/">https://www.orchard-tmet.uk/curriculum/extra-curricular/</a> | Free |
| Out of school clubs                                                                                                                                                                                                                                                      | <a href="https://www.orchard-tmet.uk/pupils/clubs/">https://www.orchard-tmet.uk/pupils/clubs/</a>                               | Free |
| Services for which the school is entitled to recover a fee, together with those fees                                                                                                                                                                                     | Website when relevant.                                                                                                          | Free |

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| School publications, leaflets, books and newsletters                                 | <a href="https://www.orchard-tmet.uk/">Newsletters - Orchard Mead Academy   Leicester   TMET (orchard-tmet.uk)</a><br>and Hard Copy                                                                                                                | Free |
| <b>Additional Information</b><br><br>The academy SEND offer<br><br>Apprentice Report | <a href="https://www.orchard-tmet.uk/our-academy/inclusion/send/">https://www.orchard-tmet.uk/our-academy/inclusion/send/</a><br><br><a href="https://www.tmet.uk/about-us/company-documents/">https://www.tmet.uk/about-us/company-documents/</a> | Free |

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### 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.

| TYPE OF CHARGE           | DESCRIPTION                                                   | BASIS OF CHARGE                                          |
|--------------------------|---------------------------------------------------------------|----------------------------------------------------------|
| <b>Disbursement cost</b> | 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 <sup>nd</sup> class |