

Guide to information available from The Danesgate Community

INFORMATION	HOW TO ACCESS	COST
Class 1 – who we are and what we do.		
Mission and vision	Website	nil
Who is who in the school	Hard copy by request	photocopy
Who is who on Management Committee	Website	nil
Management Committee constitution and terms of reference	Hard copy by request	photocopy
Address of school and Contact details for Headteacher and Management Committee	Website	nil
School calendar including term dates	Website	nil
Class 2 – what we spend		
Annual budget plan	Hard copy by request	photocopy
Financial audit reports	Hard copy by request	photocopy
How we spend pupil premium	Website	nil
Expenses payable to Management committee	Hard copy by request	photocopy
Pay Policy	Hard copy by request	photocopy
Class 3 – our school priorities and evaluation		
School newsletters	website	nil
Appraisal policy	hard copy by request	photocopy
Ofsted reports	website	nil
Performance data	website	nil
Future plans – via school newsletters (see above)	website	nil
School improvement plan	hard copy by request	photocopy
Safeguarding and Child Protection policy	website	nil
Class 4 – how we make decisions		
Admissions	website	nil
Management committee minutes and agendas	hard copy by request	photocopy

Class 5 - policies and procedure		
School policies – list compliant with DfE policy list for PRUs	hard copies by request key policies on website	photocopy nil
Data Processing notice	hard copy by request (handed to all parents upon admission to the school)	nil
Charging and remissions	website	nil
SEND offer	website	nil
Class 6 – lists and registers		
Disclosure logs	hard copy by request	photocopy
Asset register	hard copy (inspection only)	

Charges explained = 'photocopy' costs cover reproduction (1p per b/w copy) and postage costs (second class, standard rate)

Contact – please email or ring us via address on website.