



Published Guide to information		
Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structure and contacts – current information only)		
Who's who in the school	Website: https://www.queensway.oxon.sch.uk/about-us/meet-our-staff 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://www.queensway.oxon.sch.uk/community-1/governors Hard copy: available upon request – contact school	Free 5p per page
Contact details for the Headteacher, address of school including email address	Website: https://www.queensway.oxon.sch.uk/ Hard copy: available upon request – contact school	Free 5p per page
Contact details for the Governing Body	Website: https://www.queensway.oxon.sch.uk/community-1/governors Hard copy: available upon request – contact school	Free 5p per page
School session times	Website: https://www.queensway.oxon.sch.uk/information/school-day Hard copy: available upon request – contact school	Free 5p per page
Term dates	Website: https://www.queensway.oxon.sch.uk/information/term-dates Hard copy: available upon request – contact school	Free 5p per page
School Prospectus	Website: https://www.queensway.oxon.sch.uk/ Hard copy: available upon request – contact school	Free Free
Class two: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement (previous financial year))		
School's Benchmarking Reports	Website: https://www.queensway.oxon.sch.uk/page/?title=Schools+Financial+Benchmarking&pid=136	Free
Pay Policy	Hard copy: available upon request – contact school	5p per page

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Class three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information as a minimum)		
Performance data	Website: https://www.queensway.oxon.sch.uk/page/?title=Key+Stage+1%26amp%3B2+SATS+Results&pid=107 Hard copy: available upon request – contact school Website: https://www.find-school-performance-data.service.gov.uk/school/122996/queensway-school Hard copy: available upon request – contact school	Free 5p per page Free
Ofsted report	Website: https://www.queensway.oxon.sch.uk/home/hidden-area/ofsted Hard copy: available upon request – contact school	Free 5p per page
Post-Ofsted inspection action plan	Hard copy: available upon request – contact school	5p per page
School Development Plan	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 and Child Protection	Website: https://www.queensway.oxon.sch.uk/information/policies Hard copy: available upon request – contact school	Free 5p per page
Class four: How we make decisions (decision making processes and records of decisions)		
Admissions	Website: https://www.queensway.oxon.sch.uk/parents/admissions Hard copy: available upon request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (NB this will exclude private information)	Hard copy: available upon request – contact school	Free 5p per page
Class five: Our policies and procedures (current written protocols for delivering our functions and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by English government. These will include policies and procedures for handling information requests)		
Records management and personal data, including: data protection (including information sharing policies)	Website: https://www.queensway.oxon.sch.uk/information/general-data-protection-regulation-gdpr Hard copy: available upon request – contact school	Free 5p per page
Charging and Remissions Policy	Website: https://www.queensway.oxon.sch.uk/information/policies Hard copy: available upon request – contact school	Free 5p per page

Policies that relate to pupils and the school	Website: https://www.queensway.oxon.sch.uk/information/policies Hard copy: available upon request – contact school	Free 5p per page	
School curriculum policies	Website: https://www.queensway.oxon.sch.uk/learning/curriculum-policies Hard copy: available upon request – contact school	Free 5p per page	
Class six: lists and register (currently maintained lists and registers only; this does not include the attendance register)			
Curriculum circulars and statutory instruments	Website: https://www.queensway.oxon.sch.uk/learning/our-curriculum Hard copy: available upon request – contact school	Free 5p per page	
Asset register	Inspection only – contact school	Free	
Any information the school is currently legally required to hold in publicly available register	Inspection only – contact school	Free	
Class seven: The services we offer			
Extra-curricular activities	Website: https://www.queensway.oxon.sch.uk/learning/extra-curriculum-clubs Hard copy: available upon request – contact school Website: https://www.queensway.oxon.sch.uk/parents/school-trips Hard copy: available upon request – contact school	Free 5p per page Free 5p per page	
Out of school clubs / wrap-around-care	Website: https://www.queensway.oxon.sch.uk/parents/wrap-around-care Hard copy: available upon request – contact school	Free 5p per page	
School publications, leaflets, books and newsletters	Website: https://www.queensway.oxon.sch.uk/ Hard copy: available upon request – contact school	Free 5p per page	
Schedule of charges			
Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet (black and white only)	To cover costs incurred by the school	5 pence per page
	Postage	Actual cost	As per Royal Mail postage costs
Statutory Fee	In accordance with the relevant legislation		Not applicable