

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	Website: https://www.theberkeleycheshire.co.uk/topic/our-school Hard Copy: available upon request – contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website: https://www.theberkeleycheshire.co.uk/governors/ Hard Copy: available upon request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Website: https://www.chancerytrust.co.uk/keymatdocuments/mat-documentation/ Hard Copy: available upon request – contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://www.theberkeleycheshire.co.uk/contact-details-1/ Hard Copy: available upon request – contact school	Free 5p per page
Staffing structure	Website: https://www.theberkeleycheshire.co.uk/staff/ Hard Copy: available upon request – contact school	Free 5p per page
School session times and term dates	Website: https://www.theberkeleycheshire.co.uk/our-school-day/ Or https: https://www.theberkeleycheshire.co.uk/holiday-dates/ Hard Copy: available upon request – contact school	Free 5p per page
Address of school and contact details, including email address.	Website: https://www.theberkeleycheshire.co.uk/contact-details-1/ Hard Copy: available upon request – contact school	Free 5p per page
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Hard Copy: available upon request – contact school	5p per page
Capital funding	Hard Copy: available upon request – contact school	5p per page
Financial statements	Website: https://www.chancerytrust.co.uk/keymatdocuments/our-funding/ Hard Copy: available upon request – contact school	Free 5p per page

Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy: available upon request – contact school	5p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf	Hard Copy: available upon request – contact school	5p per page
Pay policy	Hard Copy: available upon request – contact dpo@chancerytrust.co.uk	5p per page
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: available upon request – contact cfo@chancerytrust.co.uk	5p per page
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: available upon request – contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy: available upon request – contact dpo@chancerytrust.co.uk	5p per page
Class 3 – What our priorities are and how we are doing		
Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	DfE website: https://www.compare-school-performance.service.gov.uk/school/142235/the-berkeley-academy	Free

The latest Ofsted summary and full report	Ofsted website: https://primarysite-prod-sorted.s3.amazonaws.com/the-berkeley-primary-school/UploadedDocument/33c33d5a-e50c-4d1c-9583-243ecc752e94/ofsted-report-the-berkeley-academy-final-pdf.pdf	Free
Post-inspection action plan	Hard Copy: available upon request – contact school	5p per page
Performance management policy and procedures adopted by the Trust Board.	Hard Copy: available upon request – contact dpo@chancerytrust.co.uk	5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy: available upon request – contact school	5p per page
Safeguarding and child protection	Website: https://www.theberkeleycheshire.co.uk/policies-1/ Hard Copy: available upon request – contact school	Free 5p per page
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: https://www.theberkeleycheshire.co.uk/admissions-1/ 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 information that is properly regarded as private to the meetings).	Website: https://www.theberkeleycheshire.co.uk/governors-whos-who/ Hard Copy: available upon request – contact dpo@chancerytrust.co.uk	Free 5p per page
Class 5 – Our policies and procedures		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies 	Website: https://www.theberkeleycheshire.co.uk/policies-1/ Data Protection policy on Trust website: https://www.chancerytrust.co.uk/keymatdocuments/policies/ Hard Copy: available upon request – contact school	Free 5p per page

<ul style="list-style-type: none"> Data protection (including information sharing policies) 		
Charging regimes and policies.	Charging and Remissions policy on Trust website: https://www.chancerytrust.co.uk/keymatdocuments/policies/ Hard Copy: available upon request – contact school	Free 5p per page
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Website: https://www.theberkeleycheshire.co.uk/topic/curriculum Hard Copy: available upon request – contact school	Free 5p per page
Disclosure logs	Inspection only - contact school	Free
Asset register	Inspection only - contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	Free
Class 7 – The services we offer		
Pre-school (Nursery)	Website: https://www.theberkeleycheshire.co.uk/topic/nursery Hard Copy: available upon request – contact school	Free 5p per page
Extra-curricular activities	Hard Copy: available upon request – contact school	5p per page
Out of school clubs	Website: https://www.theberkeleycheshire.co.uk/topic/out-of-school-and-holiday-club Hard Copy: available upon request – contact school	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees	Charging and Remissions policy on Trust website: https://www.chancerytrust.co.uk/keymatdocuments/policies/ Hard Copy: available upon request – contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website: https://www.theberkeleycheshire.co.uk/newsletters-3/ https://www.theberkeleycheshire.co.uk/letters/ Hard Copy: available upon request – contact school	Free 5p per page

Additional Information
Photocopying / printing costs are the actual cost to the school and are in black and white.
Postage will be at actual cost and will be the cost of Royal Mail 2 nd Class standard or large.

