



Freedom of Information Guide to Information Available

Last Reviewed: September 2021

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	How the information can be obtained	Cost
Who’s who in the school	Website http://www.pendragon.cambs.sch.uk/website/staff/180313 or hard copy via the school office	n/a
Who’s who on the governing body and the basis of their appointment	Website - http://www.pendragon.cambs.sch.uk/website/governors/439856 or hard copy via the clerk to governors	10p per sheet
Instrument of Government / Articles of Association	Website - http://www.pendragon.cambs.sch.uk/website/governors/439856 or hard copy via the clerk to governors	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website – Head Teacher - http://www.pendragon.cambs.sch.uk/website/staff/180313 Governors - http://www.pendragon.cambs.sch.uk/website/governors/439856	n/a

School prospectus (if any)	http://www.pendragon.cambs.sch.uk/website/school_brochure/314081	n/a
Annual Report (if any)	n/a	n/a
Staffing structure	Website - http://www.pendragon.cambs.sch.uk/website/staff/180313 or Class Pages http://www.pendragon.cambs.sch.uk/website/class_structure/180199	n/a
School session times and term dates	Website - Opening Times – http://www.pendragon.cambs.sch.uk/website/school_opening_times/180007	n/a

	Term Dates - http://www.pendragon.cambs.sch.uk/website/term_dates_/445813	
Address of school and contact details, including email address.	Website http://www.pendragon.cambs.sch.uk/website/contact/138470	n/a
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy	10p per sheet
Capital funding	Hard copy	10p per sheet

Financial audit reports	Hard copy	10p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	10p per sheet
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 (for example, a local authority or diocese).	Hard copy	10p per sheet
Pay policy	Hard copy	10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent,	Hard copy	10p per sheet

whose basic actual salary is at least £60,000 per annum) by reference to categories.		
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	10p per sheet
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost

Current information as a minimum		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website</p> <p>http://www.pendragon.cambs.sch.uk/website/performance_data_and_ofsted/179967</p> <p>http://www.pendragon.cambs.sch.uk/storage/secure_download/ek9qSmppsZ2IxeFIFWWJxMGNSMzZ3UT09</p> <p>Hard copy</p>	<p>n/a</p> <p>10p per sheet</p>

Performance management policy and procedures adopted by the governing body.	Hard copy	10p per sheet
Performance data or a direct link to it	Website - http://www.pendragon.cambs.sch.uk/website/performance_data_and_ofsted/179967 or https://www.compare-school-performance.service.gov.uk/school/110617/pendragon-community-primary-school/primary	n/a
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Not applicable at this time	n/a
Safeguarding and child protection	Website http://www.pendragon.cambs.sch.uk/website/safeguarding_at_pendragon/439863	Hard copy 10p per sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website - http://www.pendragon.cambs.sch.uk/website/admissions/186484	Hard copy 10p per sheet
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 for Full Governing Body meetings, hard copies for committee meetings - http://www.pendragon.cambs.sch.uk/website/minutes_monitoring_newsletters_further_information/181738	Hard copy 10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained	Cost

<p>Current information only.</p> <p>As a minimum, these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies 	<p>Data Protection policy – website - http://www.pendragon.cambs.sch.uk/website/gdpr/353419</p> <p>Others available on request</p>	<p>Hard copies 10p per sheet</p>

<ul style="list-style-type: none"> • Data protection (including information sharing policies) 		
Charging regimes and policies.	Hard copy	Hard copy 10 per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copy on request	Hard copy 10 per sheet
Disclosure logs	Hard copy	10p per sheet

Asset register	Hard copy	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How the information can be obtained	Cost
Extra-curricular activities	Website - http://www.pendragon.cambs.sch.uk/website/curriculum_at_pendragon/138478	

	or http://www.pendragon.cambs.sch.uk/website/music_lessons_at_pendragon/574516	
Out of school clubs	Website - http://www.pendragon.cambs.sch.uk/website/after_school_clubs/574515	
Services for which the school is entitled to recover a fee, together with those fees	Pre-School - http://www.pendragon.cambs.sch.uk/website/pendragon_pre-school/181961 Lunches - http://www.pendragon.cambs.sch.uk/website/lunches/180032	10p per sheet
School publications, leaflets, books and newsletters	Website - http://www.pendragon.cambs.sch.uk/website/2021-22_newsletters/571480	10p per sheet