



Published Guide to Information

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	Available on school website https://www.dobcroft-jun.sheffield.sch.uk/page/staff/44753 Hard Copy: available upon request - contact school office.	Free
Who's who on the governing body and the basis of their appointment	Available on school website https://www.dobcroft-jun.sheffield.sch.uk/page/welcome/44766 Under 'Current governing body members, terms and pecuniary interests' Hard Copy: available upon request - contact school office.	Free

Instrument of Government / Articles of Association	<p>Available on school website https://www.dobcroft-jun.sheffield.sch.uk/page/welcome/44766</p> <p>Hard Copy: available upon request - contact school office.</p>	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p>Available on school website https://www.dobcroft-jun.sheffield.sch.uk/contact</p> <p>Hard Copy: available upon request - contact school office.</p>	Free
School prospectus (if any)	<p>Available on the school website homepage https://www.dobcroft-jun.sheffield.sch.uk/</p> <p>Hard Copy: available upon request - contact school office.</p>	Free
Staffing structure	<p>Available on website https://www.dobcroft-jun.sheffield.sch.uk/page/staff/44753</p> <p>Hard Copy: available upon request - contact school office.</p>	Free

School session times and term dates	<p>School session times available on school website https://www.dobcroft-jun.sheffield.sch.uk/page/a-day-djs/44751</p> <p>Term dates available on website https://www.dobcroft-jun.sheffield.sch.uk/page/diary/40451</p> <p>Hard Copy: available upon request - contact school office.</p>	Free
Address of school and contact details, including email address.	<p>Available on school website https://www.dobcroft-jun.sheffield.sch.uk/contact</p> <p>Hard Copy: available upon request - contact school office.</p>	Free
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)		
Annual budget plan and financial statements	Hard Copy: available upon request - contact school office.	Free
Capital funding	Hard Copy: available upon request - contact school office.	Free
Financial audit reports	Hard Copy: available upon request - contact school office.	Free
Procurement and contracts the school has entered into,	Hard Copy: available upon request - contact school office.	Free
Pay policy	Hard Copy: available upon request - contact school office.	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: available upon request - contact school office.	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: available upon request - contact school office.	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy: available upon request - contact school office.	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
<p>School profile Performance data supplied to the UK Government</p> <p>The latest Ofsted report</p>	<p>School Profile https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/107035</p> <p>Performance data available on website https://www.dobcroft-jun.sheffield.sch.uk/page/performance-tables/46165</p> <p>The latest Ofsted report is available on website https://www.dobcroft-jun.sheffield.sch.uk/page/ofsted-report/46163</p> <p>Or directly from Ofsted https://reports.ofsted.gov.uk/provider/21/107035</p>	Free

Performance management policy and procedures adopted by the governing body.	Included in our Pay Policy Hard Copy: available upon request - contact school office.	Free
Performance data or a direct link to it	Available on school website https://www.dobcroft-jun.sheffield.sch.uk/page/performance-tables/46165	Free
The school's future plans;	Hard Copy: available upon request - contact school office.	Free
Safeguarding and child protection	Available on school website https://www.dobcroft-jun.sheffield.sch.uk/page/safeguarding/40426 Hard Copy: available upon request - contact school office.	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions	Information on admissions process is available on our school website https://www.dobcroft-jun.sheffield.sch.uk/page/admissions/40515 Hard Copy of Admission Guides for Parents (current year) : available upon request - contact school office.	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).	Hard Copy: available upon request - contact school office.	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection Policy 	Our GDPR Policy is available on our school website https://www.dobcroft-jun.sheffield.sch.uk/page/school-policies/40452 Hard Copy: available upon request - contact school office. Retention policy. Hard Copy: available upon request - contact school office.	Free
Charging regimes and policies.	Our Charging and Remissions policy is available on our website https://www.dobcroft-jun.sheffield.sch.uk/page/school-policies/40452 Hard Copy: available upon request - contact school office.	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Curriculum overviews are available on school website https://www.dobcroft-jun.sheffield.sch.uk/page/curriculum-overview/40545	Free

	Hard Copy: available upon request - contact school office.	
Disclosure logs	Inspection only - contact school office	Free
Asset register	Inspection only - contact school office	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - Contact school office	Free
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		
Extra-curricular activities	Information regarding our after school activities is available on our website (Children’s University, After School Clubs and DASH) https://www.dobcroft-jun.sheffield.sch.uk/page/after-school-/44465 Hard Copy: available upon request - contact school office.	Free
Out of school clubs	Information on our after school clubs is available on our school website https://www.dobcroft-jun.sheffield.sch.uk/page/school-clubs/40472 Hard Copy: available upon request - contact school office.	Free

<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Our Charging and Remissions policy is available on our website https://www.dobcroft-jun.sheffield.sch.uk/page/school-policies/40452</p>	<p>Free</p>
<p>Newsletters</p>	<p>The latest newsletter (+ previous 2 months if applicable) is available on our school website https://www.dobcroft-jun.sheffield.sch.uk/newsitems</p> <p>Hard Copy: available upon request - contact school office.</p>	<p>Free</p>