



Published Guide to Information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures, locations and contacts)		
Who's who in the school	Website: https://www.russell.richmond.sch.uk/about-us/staff Hard copy: available upon request – contact school	5p/page
Who's who on the governing body and the basis of their appointment	Website: https://www.russell.richmond.sch.uk/about-us/governors Hard copy: available upon request – contact school	5p/page
Instrument of Government	Hard copy: available upon request – contact school	5p/page
Contact details for the headteacher and for the governing body, via the school (named contacts where possible)	Website: https://www.russell.richmond.sch.uk/contact Hard copy: available upon request – contact school	5p/page
Staffing structure	Website: https://www.russell.richmond.sch.uk/about-us/staff Hard copy: available upon request – contact school	5p/page
School session times and term dates	Website: https://www.russell.richmond.sch.uk/parents/the-school-day and https://www.russell.richmond.sch.uk/news-events/key-dates Hard copy: available upon request – contact school	5p/page
Address of school and contact details, including email address	Website: https://www.russell.richmond.sch.uk/ Hard copy: available upon request – contact school	5p/page
Information		
Class two: What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard copy: available upon request – contact school	5p/page
Capital funding	Hard copy: available upon request – contact school	5p/page
Financial audit reports	Hard copy: available upon request – contact school	5p/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 school	5p/page

Information	How the information can be obtained	Cost
Class three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
<ul style="list-style-type: none"> Performance data supplied to the government or a direct link to the data The latest Ofsted report Post-inspection action plan 	Website: https://www.russell.richmond.sch.uk/about-us/assessment-results Website: https://www.compare-school-performance.service.gov.uk/school/102896/the-russell-primary-school/primary Website: https://reports.ofsted.gov.uk/provider/21/102896 Hard copy: available upon request – contact school	5p/page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request – contact school	5p/page
Performance data or a direct link to it	Website: https://www.compare-school-performance.service.gov.uk/school/102896/the-russell-primary-school/primary Hard copy: available upon request – contact school	5p/page
Safeguarding and child protection	Website: https://www.russell.richmond.sch.uk/about-us/safeguarding Hard copy: available upon request – contact school	5p/page
Information		
Class four: How we make decisions (decision making processes and records of decisions)		
Admission policy / decisions (not for individual admission decisions)	Website: https://www.russell.richmond.sch.uk/about-us/admissions Hard copy: available upon request – contact school	5p/page
Minutes of meetings of the governing body and its committees	Website: https://www.russell.richmond.sch.uk/about-us/governors Hard copy: available upon request – contact school	5p/page

Information	How the information can be obtained	Cost
Class five: 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"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Website: https://www.russell.richmond.sch.uk/parents/policies Hard copy: available upon request – contact school	5p/page
Charging regimes and policies	Website: https://www.russell.richmond.sch.uk/parents/policies Hard copy: available upon request – contact school	5p/page
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Class six: lists and registers		
Curriculum circulars and statutory instruments	Website: https://www.russell.richmond.sch.uk/learning/the-learning-environment Hard copy: available upon request – contact school	5p/page
CCTV locations	CCTV is in operation at the school premises	N/A
Disclosure logs	Inspection only – contact school	N/A
Asset register	Inspection only – contact school	N/A
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	N/A

Information	How the information can be obtained	Cost
Class seven: the services we offer (information about the services the school provides, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website: https://www.russell.richmond.sch.uk/news-events/extra-curricular-activities Hard copy: available upon request – contact school	5p/page
Out of school clubs	Website: https://www.russell.richmond.sch.uk/news-events/extra-curricular-activities Hard copy: available upon request – contact school	5p/page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available upon request – contact school	5p/page
School publications, leaflets, books and newsletters	Website: https://www.russell.richmond.sch.uk/news-events/newsletters Hard copy: available upon request – contact school	5p/page