



Shirley High School Performing Arts College

Published Guide to Information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
School Brochure	Website: www.shirley.croydon.sch.uk/SchoolBrochure 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: www.shirley.croydon.sch.uk/Governors Hard copy: available upon request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Website: www.shirley.croydon.sch.uk/AcademyDocuments Hard copy: available upon request – contact school	Free 5p per page
Senior Leadership Team	Website: www.shirley.croydon.sch.uk/Senior Leadership Team Hard copy: available upon request – contact school	Free 5p per page
Term Dates	Website: www.shirley.croydon.sch.uk/CalendarDates Hard copy: available upon request – contact school	Free 5p per page
Times of the School Day	Website: www.shirley.croydon.sch.uk/TimesoftheSchoolDay Hard copy: available upon request – contact school	Free 5p per page



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Location and Contact information	Website: www.shirley.croydon.sch.uk/ContactUs	Free
	Hard copy: available upon request – contact school	5p per page
Curriculum	Website: www.shirley.croydon.sch.uk/Curriculum	Free
	Hard copy: available upon request – contact school	5p per page

Information	How the information can be obtained	Cost
Class Two: 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)		
Reports and Financial Statements	Website: www.shirley.croydon.sch.uk/AcademyDocuments	Free
	Hard copy: available upon request – contact school	5p per page
Pupil Premium Statement	Website: www.shirley.croydon.sch.uk/PupilPremiumGrant	Free
	Hard copy: available upon request – contact school	5p per page
Capital Funding	Hard copy: available upon request – contact school	5p per page
Procurement and contracts. Procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	Hard copy: available upon request – contact school	5p per page



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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 per page
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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) (current information, as a minimum)		
School aims And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report 	Website: www.shirley.croydon.sch.uk/SchoolAims Website: www.shirley.croydon.sch.uk/Achievement Website: www.shirley.croydon.sch.uk/Ofsted Hard copy: available upon request – contact school	Free Free Free 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: www.shirley.croydon.sch.uk/Childprotection Hard copy: available upon request – contact school	Free 5p per page



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Information	How the information can be obtained	Cost
Class four: how we make decisions (decision making process and records of decisions) (current and previous three years, as a minimum)		
Admissions policy / decisions (not individual admission decisions)	Website: www.shirley.croydon.sch.uk/Admissions Hard copy: available upon request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request – contact school	5p per 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) (current information only; 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 English government. These will include policies and procedures for handling information requests)		
School policies	Website: www.shirley.croydon.sch.uk/Policies Hard copy: available upon request – contact school	Free 5p per page
Records management and personal data policies, including information sharing policies	Hard copy: available upon request – contact school	5p per page



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Charging regimes and policies	Website: www.shirley.croydon.sch.uk/Policies Hard copy: available upon request – contact school	Free 5p per page
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Information	How the information can be obtained	Cost
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: www.shirley.croydon.sch.uk/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



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Information	How the information can be obtained	Cost
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and business) (current information only)		
Extra-curricular	Hard copy: available upon request – contact school	5p per page
School publications, leaflets, books and newsletters	Website: www.shirley.croydon.sch.uk/NewsEvents	Free
	Hard copy: available upon request – contact school	5p per page



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Schedule of Charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying / printing @ pence per sheet (black and white)	Actual cost [^]	5p per page
	Photocopying / printing @ pence per sheet (colour)	Actual cost [^]	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class	56p
Statutory Fee	In accordance with the relevant legislation		Not applicable

[^]the actual cost incurred by school