

Diocese of Southwell and Nottingham Multi Academy Trust Freedom of Information Publication Scheme

Guide to Information Available from: St Peter’s Cross Keys C of E Academy

Information to be published	How the information can be obtained or Details	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>St Peter’s Cross Keys C of E Academy Sandhill Road Farndon Newark NG24 4TE</p> <p>01636 680360</p> <p>office@stpetersfarndon.snmat.org.uk</p> <p>Formerly St Peter’s C of E Primary School Converted to an Academy 1 September 2016</p> <p>Website: www.stpetersfarndon.com</p>	
<p>Multi Academy Trust Funding Agreement and Academy Supplementary Funding Agreement – a link to the document on the Department for Education’s website</p>	<p>SNMAT Website https://www.snmat.org.uk/financial-information/</p>	
<p>Academy Order</p>	<p>Academy Website</p>	
<p>Academy staff and structure – names of key personnel</p>	<p>Head Teacher: Mrs Elizabeth Duffell Deputy Head Teacher: Mrs Victoria Cobb SENCO: Miss Joanne Hault</p> <p>Teachers:</p>	

Miss J Hault
Miss J Jennings
Mrs C Nichol
Miss C Spence
Miss S Moyses
Mrs R Daley
Mrs V Cobb
Mr M Tomlinson

Teaching Assistants:

Mrs C Richmond
Mrs T Simpson
Miss SJ Hyde
Miss A Gott
Mrs E Walton
Mrs H Andrew
Mrs L Haswell
Mrs B Adlard
Mrs K Briggs-Price
Mrs A Henderson
Miss A Russell

School Business Manager:

Mrs L Sedgwick

Administration Assistant's :

Mrs L Davis, Mrs H Kujawinski

Cook Supervisor: Mrs S Smith

Kitchen Assistant:

Mrs L Fearon

Caretaker : Mr C Dewick

Cleaner : Mrs S Gaskin

	<p>Senior Midday Supervisor: Miss A Gott</p> <p>Midday Supervisors:</p> <p>Miss A Gott Mrs L Leek Mrs K Briggs-Price Mrs E Walton Mrs K Issott Ms T Lambert</p> <p>Breakfast Club Supervisors</p> <p>Mrs H Andrew Miss A Russell</p> <p>We also have several volunteers, Literacy Volunteers and peripatetic Music Teachers who assist in School</p>	
<p>Local Governing Body – names and contact details of the governors and the basis of their appointment</p>	<p>Please see school website</p>	
<p>Location and contact information – address, telephone number and website</p>	<p>St Peters Cross Keys C of E Academy Sandhill Road Farndon Newark NG24 4TE Tel 01636 680360 Fax 01636 680360</p> <p>Website: www.stpetersfarndon.com</p>	
<p>Contact details for the Headteacher and the Governing body</p>	<p>Tel 01636 680360 Fax 01636 680360</p>	

	Office@stpetersfarndon.snmat.org.uk	
Academy prospectus	No published prospectus but all information is included on our website	
Academy session times and term dates	Academy website	
Key Stage 2 (Primary) or GCSE (secondary) results (link to the data on the DfE website)	Link to DfE Website on Academy Website	
MAT Members and Directors – Names and details	MAT/Diocesan Website https://www.snmat.org.uk/our-team-1/	

Information to be published	How the information can be obtained	Cost
<p>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)</p> <p>This should be a minimum of current and the previous 2 financial years (accounts that have been filed)</p>	<p>SNMAT Website</p> <p>https://www.snmat.org.uk/financial-information/</p>	

with Companies House).		
Financial Statements	SNMAT website https://www.snmat.org.uk/financial-information/	
Budget Forecast Form	On SNMAT website	
Summary of Individual Academy Budget	Hard copy from Academy	
Capital funding – Details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy from Academy	
Additional funding – income generation schemes and other sources of funding	Hard Copy from Academy	
Procurement and projects – Details of procedures used	SNMAT Website https://www.snmat.org.uk/snmat-policies/	

<p>for the acquisition of goods and services: MAT Financial Management Regulations Manual</p> <p>Details of contracts that have gone through formal tendering processes</p>	<p>Hard Copy for details of specific contracts from Academy</p> <p>Hard Copy of details of specific contracts from Academy</p>	
<p>Staffing and grading structure</p>	<p>Hard Copy from Academy</p>	
<p>Pay Policy – a statement of the academy’s policy on procedures regarding teacher’s pay</p>	<p>Academy Website</p>	
<p>Governors’ allowances – Details of allowances and expenses that can be claimed or incurred if there are any</p>	<p>Academy Website</p>	

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile	Academy Website	
Government supplied performance data	Link to DfE Website on Academy Website	
The latest Ofsted report – Summary and Full report	Academy Website	
Performance management policy and procedures	Academy Website	
Academy's future plans – any major proposals	Hard Copy from Academy	
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	Academy Website	

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy – arrangements and procedures and right of appeal	Academy Website	

Information on application numbers and number of successful applicants by each oversubscription criteria	Hard Copy from Academy	
Agendas of meetings of the Local Governing Body and (if held) its sub-committees	Hard Copy from Academy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings	Hard Copy from Academy	
Agendas of meetings of the MAT Board of Directors and (if held) its sub-committees	Hard Copy from MAT Business Director	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings	Hard Copy from MAT Director of Operations	

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging policy • Health and Safety and risk assessment • Complaints procedure • Staff code of conduct policy • Discipline and grievance policies • Information request handling policy 	<p>Academy Website</p> <p>Academy Website</p> <p>Academy Website</p> <p>Academy Website</p> <p>Academy Website</p> <p>Academy Website (incorporated in Data Protection Policy)</p>	
Pupil and curriculum policies, including:		

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<p>Class 6 – Lists and Registers (Information held in registers required by law and other lists and registers relating to the functions of the authority)</p> <p>Currently maintained lists and registers only</p>		
Curriculum circulars and statutory instruments	Hard Copy from Academy	
Disclosure logs	Inspection only by appointment with the Academy Headteacher	
Asset register	Hard Copy from Academy	
Any information the school is currently legally required to hold in publicly available registers	Hard Copy from Academy or inspection only by appointment with the Academy Headteacher	

Information to be published	How the information can be obtained	Cost
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Academy Website	
Out of school clubs	Academy Website	
School publications	Academy Website	

Services for which the school is entitled to recover a fee, together with those fees	Academy Website	
Leaflets books and newsletters	Academy Website and Hard Copy	

Contact Details

Business Director
 Diocese of Southwell and Nottingham MAT
 Jubilee House
 Westgate
 SOUTHWELL
 NG25 0JH

Headteacher
 Mrs E Duffell
 Head Teacher
 St Peter's Cross Keys C of E Academy
 Sandhill Road
 Farndon
 Newark
 NG24 4TE

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is required to be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing	@ current cost per sheet as per photo copier contract (eg 0.25p black & white 0.5p colour)
	Postage	Actual cost of postage standard 2 nd class or special delivery where required

Statutory Fee		In accordance with the relevant legislation