



Twyford
C of E
Academies Trust

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Guide to information available from Twyford Church of England Academies Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost (See below)
<p>CLASS 1 – Who we are and what we do (Organisational information, structures, locations & contacts)</p>		
Who's who in the organisation	Mrs Lyn Welch (Headteacher's PA)	
Who's who on the Governing Body and the basis of their appointment	Mrs Valerie Drake (Senior Clerk to the Trust)	
Instrument of Government	Mrs Valerie Drake (Senior Clerk to the Trust)	
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone numbers and email address (if used))	Mrs Valerie Drake (Senior Clerk to Trust)	
School Prospectuses	Mrs Lyn Welch (Headteacher's PA) On School websites: www.twyford.ealing.sch.uk www.williamperkin.org.uk	
Staffing Structure	Mrs Lyn Welch (Headteacher's PA)	
School session times and term dates	(Associate Headteachers) On school websites www.twyford.ealing.sch.uk www.williamperkin.org.uk	

Information to be published	How the information can be obtained	Cost (See below)
<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>		
Annual budget plan and financial statements	Richard Lane – Director of Finance & Operations Financial statements on Trust website: www.twyfordacademies.org.uk	
Capitalised funding	Richard Lane – Director of Finance & Operations	
Additional funding	Richard Lane – Director of Finance & Operations	
Procurement and projects	Richard Lane – Director of Finance & Operations	
Pay Policy	Mrs Valerie Drake (Senior Clerk to Trust)	
Staffing and grading structure	Richard Lane – Director of Finance & Operations	
Governors' allowances	Mrs Valerie Drake (Senior Clerk to Trust)	

Information to be published	How the information can be obtained	Cost (See below)
<p>CLASS 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>School Profiles Government supplied performance data The latest Ofsted report Summary Full report</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust) On School Websites www.twyford.ealing.sch.uk www.williamperkin.org.uk</p>	
<p>Performance management policy and procedures adopted by the Governing Body</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	
<p>School's future plans</p>	<p>Mrs Lyn Welch (Headteacher's PA)</p>	
<p>Every Child Matters – policies and procedures</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	

Information to be published	How the information can be obtained	Cost (See below)
<p>CLASS 4 – How we make decisions (Decision making process and records of decisions)</p>		
Admissions policy/decisions (not individual admission decisions)	On school websites: www.twyford.ealing.sch.uk www.williamperkin.org.uk	
Performance management policy and procedures adopted by the Governing Body	Mrs Valerie Drake (Senior Clerk to the Trust)	
Agendas of meetings of the Governing Body and its sub-committees	Mrs Valerie Drake (Senior Clerk to the Trust)	
Minutes of meetings (as above)	Mrs Valerie Drake (Senior Clerk to the Trust)	

Information to be published	How the information can be obtained	Cost (See below)
<p>CLASS 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Trust Policies including: - Charging and remissions policy Health & Safety Complaints procedure Staff conduct policy Discipline and grievance policies Equality and diversity (including equal opportunities) policies Staff recruitment policies</p>	<p>Some policies are published on the Trust's website: www.twyfordacademies.org.uk Others are available from Mrs Valerie Drake (Senior Clerk to the Trust)</p>	

Information to be published	How the information can be obtained	Cost (See below)
<p>Pupil and curriculum policies, including: - Home School agreement Curriculum Sex Education Special Education Needs Accessibility Race Equality Collective Worship Pupil Discipline</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust) School Handbook for Parents & Students</p>	
<p>Records management and personal data policies including: - Information security policies Records retention , destruction and archive policies Data Protection (including information sharing policies)</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	
<p>Charging regimes and policies including details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated</p>	<p>Richard Lane (Director of Finance & Operations)</p>	

Information to be published	How the information can be obtained	Cost (See below)
<p>CLASS 6 – Lists and Registers (Currently maintained lists and registers only)</p>		
Curriculum circulars and statutory instruments		
Disclosure logs (CRB)	Richard Lane (Director of Finance & Operations)	
Asset Register	Richard Lane (Director of Finance & Operations)	
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Richard Lane (Director of Finance & Operations)	

Information to be published	How the information can be obtained	Cost (See below)
<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>		
Extra – curricular activities	Mrs Lyn Welch (Headteacher’s PA)	
Out of school clubs	Mrs Lyn Welch (Headteacher’s PA)	
School publications <i>Twyford Times, Heading Home & Tuned In etc</i>	Available on the school websites: www.twyford.ealing.sch.uk www.williamperkin.org.uk	
Services for which the school is entitled to recover a fee, together with those fees	Richard Lane (Director of Finance & Operations)	
Leaflets, books and newsletters	Administration (Office@twyford.ealing.sch.uk)	

Feedback

We welcome your feedback so that we can make the publication scheme more useful for you. Did you find the layout of the scheme helped you to find the information you wanted? What other information would you like to see in this scheme? How else might we improve the scheme?

Feedback should be sent to: -

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