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<b>Approved by</b>	<b>Trust Board</b>
<b>Version</b>	<b>1.0</b>

This is a guide to the information available from the schools of The Pathway Academy Trust under the model publication scheme from the Information Commissioner's Office.

The website for The Pathway Academy Trust is: [www.tpat.co.uk](http://www.tpat.co.uk)

The individual school websites are

Culverstone Green Primary School:	<a href="http://www.cgps.kent.sch.uk">www.cgps.kent.sch.uk</a>
Riverview Infant School:	<a href="http://www.riverview-infant.com">www.riverview-infant.com</a>
Riverview Junior School:	<a href="http://www.riverview-junior.com">www.riverview-junior.com</a>
Wrotham Road Primary School	<a href="http://www.wrotham-road.kent.sch.uk">www.wrotham-road.kent.sch.uk</a>
Meopham Community Academy	<a href="http://www.meophamca.com">www.meophamca.com</a>

<b>Type of information</b>	<b>How the information can be obtained</b>
<b>Class 1: Who we are and what we do</b>	
Organisational information: who's who in the school leadership and on the Local Governing Bodies	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Hard copies are available on request</li> </ul>
School addresses and contact details	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Hard copies are available on request</li> </ul>
School term dates	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Hard copies are available on request</li> </ul>
Governance structure	<ul style="list-style-type: none"> <li>- Details of the Local Governing Bodies are available on the individual school websites</li> <li>- Details of the Trust Board and Articles of Association are available on the TPAT website</li> <li>- Hard copies are available on request</li> </ul>
<b>Class 2: What we spend and how we spend it</b>	
Annual budget plan and financial statements	<ul style="list-style-type: none"> <li>- Audited accounts for the Trust for the most recent financial year are available on the TPAT website</li> <li>- Hard copies are available on request</li> </ul>
Pay policy	<ul style="list-style-type: none"> <li>- Hard copy is available on request</li> </ul>
Directors' and Governors' Expenses Policy	<ul style="list-style-type: none"> <li>- Hard copy is available on request</li> </ul>
<b>Class 3: What our priorities are and how we are doing</b>	
Safeguarding, child protection and health and safety policies	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Hard copies are available on request</li> </ul>

National Curriculum assessment results, with national summary figures	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Hard copies are available on request</li> </ul>
Latest Ofsted reports	<ul style="list-style-type: none"> <li>- Available on the individual school websites and on <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></li> <li>- Hard copies are available on request</li> </ul>
Performance data	<ul style="list-style-type: none"> <li>- Available on <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> and on the Department for Education's website</li> </ul>
School Development Plans	<ul style="list-style-type: none"> <li>- Hard copies are available on request</li> </ul>
<b>Class 4: How we make decisions</b>	
Admissions policy (not individual admissions decisions)	<ul style="list-style-type: none"> <li>- Admissions Policy available on the school websites</li> <li>- Hard copy is available on request</li> </ul>
Agendas and minutes of meetings of the Trust Board, Local Governing Bodies and any committees	<ul style="list-style-type: none"> <li>- Hard copies are available on request</li> </ul>
<b>Class 5: Our policies and procedures</b>	
Policies and procedures	<ul style="list-style-type: none"> <li>- Statutory Trust policies are available on the Trust's website</li> <li>- Statutory school policies are available on the individual school websites</li> <li>- Additional policies may be included at the schools' discretion</li> <li>- Hard copies are available on request</li> </ul>
<b>Class 6: Lists and registers</b>	
Any information in registers required by law that can be published (not including the attendance register)	<ul style="list-style-type: none"> <li>- Hard copies are available on request</li> </ul>
<b>Class 7: The services we offer</b>	
Information about extra-curricular activities	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Leaflets may be available on request</li> </ul>
Information about out of school clubs	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> </ul>
Charging and Remissions Policy	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Hard copy is available on request</li> </ul>
Lettings Policy	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Hard copy is available on request</li> </ul>
School newsletters and other publications	<ul style="list-style-type: none"> <li>- Available on the individual school websites</li> <li>- Hard copies are available on request</li> </ul>

### **Paying for Information**

Single copies of information covered by this publication are provided free of charge, unless your request means that we will have to undertake significant photocopying or printing, pay a large postage charge, or is for a priced item such as some printed publications. We will let you know the cost before fulfilling your request.

### Schedule of Charges

Type of charge	Description
Photocopying	5p per sheet (black and white) 15p per sheet (colour)
Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class postage
Statutory Fee	In accordance with the most recent legislation