

Guide to Information

Introduction

This guide to information is produced in accordance with School commitments under the Freedom of Information Act. This is not an exhaustive list but is indicative of the types of documentation that are available from the School. Items marked with an * in the following pages indicate where information is available on the School website.

Who we are and what we do	How the information can be obtained
Who's who in the school *	http://www.plymouthstudioschool.co.uk/about/our-team/
Who's who on the governing body / board of governors and the basis of their appointment	http://www.plymouthstudioschool.co.uk/governers/
Instrument of Government / Articles of Association	Available via the school office on (01752) 243900
Contact details for the Head teacher and for the governing body, via the school *	http://www.plymouthstudioschool.co.uk/about/principal/
School prospectus *	http://www.plymouthstudioschool.co.uk/curriculum/
Annual Report	n/a
Staffing structure	Available via the school office on (01752) 243900
School session times and term dates *	http://www.plymouthstudioschool.co.uk/term-dates/

Address of school and contact details, including email address *	http://www.plymouthstudioschool.co.uk/
Class 2 – What we spend and how we spend it	
Annual budget plan and financial statements	Available via the school office on (01752) 243900
Capital funding	Available via the school office on (01752) 243900
Financial audit reports	Available via the school office on (01752) 243900
Pay policy	Available via the school office on (01752) 243900
Class 3 – What our priorities are and how we are doing	
Ofsted pre-registration advice note *	http://www.plymouthstudioschool.co.uk/about/ofsted/
The school's future plans;	Available via the school office on (01752) 243900
Child protection and Safeguarding Policy *	http://www.plymouthstudioschool.co.uk/about/policies/
Class 4 – How we make decisions	
Admissions policy *	http://www.plymouthstudioschool.co.uk/about/policies/
Agendas and minutes of meetings of the governing body and its committees	Available via the school office on (01752) 243900
Class 5 – Our policies and procedures	http://www.plymouthstudioschool.co.uk/about/policies/

Class 6 – Lists and Registers	
Curriculum circulars and statutory instruments	
Disclosure logs	
Asset register	
Class 7 – The services we offer	
School publications, leaflets, books and newsletters	http://www.plymouthstudioschool.co.uk/news-and-events/