

Published Guide to Information

Last reviewed: 02.10.2025

Class 1: Who we are and what we do Organisational information, structures and contacts Current information only		
Information	How the information can be obtained	Cost
Who's who in the school	Website: https://www.chps.uk/our-school/contact-details 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: https://www.chps.uk/governors Hard copy: available upon request – contact school	Free 5p per page
Instrument of Government	Website: https://www.chps.uk/attachments/download.asp?file=42&type=pdf Hard copy: available upon request – contact school	Free 5p per page
Contact details for the Headteacher and for the governing body, via the school	Website: https://www.chps.uk/our-school/contact-details Hard copy: available upon request – contact school	Free 5p per page
Staffing Structure	Website: https://www.chps.uk/our-school/contact-details Hard copy: available upon request – contact school	Free 5p per page

School session times and term dates	Website: https://www.chps.uk/parents Hard copy: available upon request – contact school	Free 5p per page
Address of school and contact details, including email address	Website: https://www.chps.uk/our-school/contact-details Hard copy: available upon request – contact school	Free 5p per page
Class 2: What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous 2 financial years		
Information	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy: available upon request – contact school	5p per page
Capital funding	Hard copy: available upon request – contact school	5p per page
Financial audit reports	Hard copy: available upon request – contact school	5p per page
Details of expenditure items over £5,000, published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available upon request – contact school	5p per page
Procurement and contracts the school has entered into, or information	Hard copy: available upon request – contact school	5p per page

relating to / a link to information held by an organization which has done so on its behalf (e.g. a local authority)		
Pay policy	Hard copy: available upon request – contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (SLT, whose basic adult actual salary is at least £60,000 per annum) by reference to categories	Hard copy: available upon request – contact school	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for Senior Leadership Team in bands of £10,000; for more junior posts, by salary range	Hard copy: available upon request – contact school	5p per page
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

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		
Information	How the information can be obtained	Cost
<ul style="list-style-type: none"> Performance data supplied to the government Latest Ofsted report School plan on a page 	Website: https://www.chps.uk/performance-table Website: https://www.chps.uk/ofsted-report Hard copy: available upon request – contact school	Free 5p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request – contact school	5p per page
Performance data or a direct link to it	Website: https://www.chps.uk/performance-table Hard copy: available upon request – contact school	Free 5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request – contact school	5p per page

Safeguarding and child protection	Website: https://www.chps.uk/policies Hard copy: available upon request – contact school	Free 5p per page
Class 4: How we make decisions Decision making processes and records of decisions Current and previous 3 years		
Information	How the information can be obtained	Cost
Admission policy / decisions (not individual admission decisions)	Website: https://www.chps.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
Class 5: 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)		
Information	How the information can be obtained	Cost
Records management and personal data policies, including:	Website: https://www.chps.uk/policies Hard copy: available upon request – contact school	Free 5p per page



<ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 		
<p>Charging regimes and policies</p> <p>This should include 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated</p>	<p>Website: https://www.chps.uk/policies</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>

Class 6:

Lists and Registers

Currently maintained lists and registers only; this does not include the attendance register



Information	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Website: https://www.chps.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

Class 7:

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and business

Current information only

Information	How the information can be obtained	Cost
Extra-curricular activities	Website: https://www.chps.uk/sports-clubs Hard copy: available upon request – contact school	Free 5p per page
Out of school clubs	Website: https://www.chps.uk/wraparound-care Hard copy: available upon request – contact school	Free 5p per page
Services for which the school is	Website: https://www.chps.uk/policies	Free

entitled to recover a fee, together with those fees	Hard copy: available upon request – contact school	5p per page
School publications, leaflets, books and newsletters	Website: https://www.chps.uk/news-special-events Hard copy: available upon request – contact school	Free 5p per page

Schedule of Charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet – black & 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	75p
Statutory Fee	In accordance with the relevant legislation		Not applicable