



Safety ★ **Commitment** ★ **Aspirations**

Published Guide to Information

Information available from Mapledene Primary School under the model publication scheme

Information	How you can obtain the information	Cost
Class 1: Who we are and what we do (organisational information, structures and contacts - current information only)		
Who's who in the school	Website: https://www.mapledene.bham.sch.uk/whos-who/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Who's who on the governing body and basis of their appointment	Website: https://www.mapledene.bham.sch.uk/governors/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Instrument of Government / Articles of Association	Website: https://www.mapledene.bham.sch.uk/governors/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible)	Website: https://www.mapledene.bham.sch.uk/contact-details/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Staffing structure	Website: https://www.mapledene.bham.sch.uk/whos-who/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
School session times and term dates	Website: https://www.mapledene.bham.sch.uk/school-opening-hours/ https://www.mapledene.bham.sch.uk/term-dates-2025-2026/	Free Free

	Hard copy: available upon request - contact school office	5p per page (hard copy)
Address of school and contact details, including email address	Website: https://www.mapledene.bham.sch.uk/contact-details/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Class 2 - What we spend and how we spend it. Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.		
Annual budget and financial statements	Website: https://www.mapledene.bham.sch.uk/financial-benchmarking/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Capital funding	Website: https://www.mapledene.bham.sch.uk/financial-benchmarking/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Financial Audits reports	Hard copy: available upon request - contact school office	5p per page (hard copy)
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: available upon request - contact school office	5p per page (hard copy)
Staff pay - details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available upon request - contact school office	5p per page (hard copy)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available upon request - contact school office	5p per page (hard copy)

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 office	5p per page (hard copy)
Procurement and contracts, we have entered into	Hard copy: available upon request - contact school office	5p per page (hard copy)
Details of any premiums we receive such as Pupil premium.	Website: https://www.mapledene.bham.sch.uk/pupil-premium/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Class 3 - What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews.		
School profile and performance data supplied to the English Government	Website: https://www.compare-school-performance.service.gov.uk/school/134094/mapledene-primary-school	Free
Latest Ofsted	Website: https://www.mapledene.bham.sch.uk/ofsted-reports/	Free
Post-inspection action plan	Hard copy: available upon request - contact school office	5p per page (hard copy)
Exam and assessment results	Website: https://www.mapledene.bham.sch.uk/key-performance-data/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Performance tables	Website: https://www.mapledene.bham.sch.uk/key-performance-data/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
The school's future plans. Eg. proposals for and any consultation	Hard copy: available upon request - contact school office	5p per page (hard copy)

on the future of our school, such as a change in status.		
Safeguarding and Child Protection	Website: https://www.mapledene.bham.sch.uk/safeguarding-and-child-protection/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Class 4 - How we make decisions. Decision making processes and records of decisions.		
Admissions policy and, where applicable, admission decisions.	Website: https://www.mapledene.bham.sch.uk/admissions/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
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 office	5p per page (hard copy)
Class 5 - Our policies and procedures. Current written protocols, policies and procedures for delivering our services and responsibilities.		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: https://www.mapledene.bham.sch.uk/policies/ Website: https://www.mapledene.bham.sch.uk/online-safety/ Website: https://www.mapledene.bham.sch.uk/vision-values-and-aims/ Hard copy: available upon request - contact school office	Free Free Free 5p per page (hard copy)
Equality and Diversity	https://mapledene-primary-school.secure-primariesite.net/equality-objectives/	Free

	Hard copy: available upon request - contact school office	5p per page (hard copy)
Special educational needs	Website: https://mapledene-primary-school.secure-primarysite.net/special-needs-and-inclusion/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Complaints policies and procedures	Website: https://www.mapledene.bham.sch.uk/policies/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Records management (Information security policies)	Website: https://www.mapledene.bham.sch.uk/policies/	Free
Records retention, destruction and archive policies)	Hard copy: available upon request - contact school office	5p per page (hard copy)
Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies	Website: https://www.mapledene.bham.sch.uk/policies/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Class 6 - Lists and Registers. Currently maintained lists and registers only.		
Curriculum circulars and statutory instruments	Website: https://mapledene-primary-school.secure-primarysite.net/our-curriculum-intent/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Disclosure logs, i.e. information provided in response to FOIA	Inspection only - contact school	Free
Asset register	Inspection only - contact school	Free

Any information we are 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 businesses.		
Extra-curricular activities	Website: https://www.mapledene.bham.sch.uk/clubs-and-wider-opportunities/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Services for which we are entitled to recover a fee, together with those fees	Website: https://www.mapledene.bham.sch.uk/policies/ Hard copy: available upon request - contact school office	Free 5p per page (hard copy)
Our publications: letters and newsletters	Website: https://mapledene-primary-school.secure-primariesite.net/letters/ https://mapledene-primary-school.secure-primariesite.net/newsletters-2025-2026/ Hard copy: available upon request - contact school office	Free Free 5p per page (hard copy)

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	Basis of charge	Charge
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost*	5 pence per page
	Photocopying @ 10p per sheet (colour)	Actual cost*	10 pence per page
	Postage	Actual cost of Royal Mail standard 2 nd class	87 pence
Statutory Fee	In accordance with the relevant legislation		Not applicable

* the actual cost incurred