



Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL

Tel: 01223 843107
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners

Headteacher: Mr. Chris Grey PGCE, MEd

Published Guide to Information

For all items of information:

- Where a hard copy is required, there is a 5p charge per page.
- Where information is listed on the school website, the cost is free to access.

1. Who we are and what we do:

Organisational Information, Structures and Contacts

Information	How it can be obtained
School staff members and staffing structure	https://shelfordschool.eschools.co.uk/web/staff/285037
School governor members	https://shelfordschool.eschools.co.uk/web/governors/424174
Instrument of Government and Articles of Association	https://shelfordschool.eschools.co.uk/web/governors/424174
Contact Details for the Headteacher and Governing Board	https://shelfordschool.eschools.co.uk/web/contact/171244
School Day times	https://shelfordschool.eschools.co.uk/web/our_school_day/219348
Term Dates	https://shelfordschool.eschools.co.uk/web/term_dates/191937
School Address and Contact details	https://shelfordschool.eschools.co.uk/web/contact/171244

2. What we spend and how we spend it:

Financial Information

Information	How it can be obtained
Annual budget plan and financial statements	Paper copy via the school office (charge of 5p per page)
Expenditures	Paper copy via the school office (charge of 5p per page)
Capital funding	Paper copy via the school office (charge of 5p per page)
Financial audit reports	Paper copy via the school office (charge of 5p per page)
Procurement and contracts	Paper copy via the school office (charge of 5p per page)
Staff allowances and expenses	Paper copy via the school office (charge of 5p per page)





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Pay Policy (Staff pay and grading structures)	Paper copy via the school office (charge of 5p per page)
Governors' allowances	Paper copy via the school office (charge of 5p per page)
Premiums or other forms of financial support available	Paper copy via the school office (charge of 5p per page)
Trade Union facility time	Paper copy via the school office (charge of 5p per page)

3. What our priorities are and how we are doing: Strategies, plans and performance indicators

Information	How it can be obtained
Performance data supplied to the government	https://www.find-school-performance-data.service.gov.uk/school/110831/great-and-little-shelford-cofe-(aided)-primary-school/primary
Latest Ofsted report	https://reports.ofsted.gov.uk/provider/21110831
Performance management information	Paper copy via the school office (charge of 5p per page)
Future plans	Paper copy via the school office (charge of 5p per page)
Exam and assessment results	https://shelfordschool.eschools.co.uk/web/academic_results/285043
Performance tables	https://www.find-school-performance-data.service.gov.uk/school/110831/great-and-little-shelford-cofe-(aided)-primary-school/primary
Impact Assessments (as appropriate and relevant)	Paper copy via the school office (charge of 5p per page)

4. How we make decisions:

Decision-making process and recording decisions

Information	How it can be obtained
Admissions policy and decisions	https://shelfordschool.eschools.co.uk/web/admissions/191932
Minutes of meetings of the governing body and its committees minus confidential items	Recent Minutes: https://shelfordschool.eschools.co.uk/web/governors/424174 For older minutes, these are supplied as a paper copy via the school office. There is the option for recent minutes to be supplied as a paper copy and the same charge applies. (charge of 5p per page)





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5. Our Policies and Procedures

Current written protocols

Information	How it can be obtained
School policies and other documents	https://shelfordschool.eschools.co.uk/web/policies/171318 or for some policies, by paper copy request to the office (charge of 5p per page)
Records management, personal data and access to information policies (non-confidential items)	Paper copy via the school office (charge of 5p per page)
Equality and diversity	https://shelfordschool.eschools.co.uk/web/equality_and_diversity/261264
Safeguarding and child protection	https://shelfordschool.eschools.co.uk/web/child_protection/284991
Pay policy	Paper copy via the school office (charge of 5p per page)
Health and safety	Paper copy via the school office (charge of 5p per page)
Policies and procedures for human resources and the recruitment of staff	Paper copy via the school office (charge of 5p per page)
Vacancies	https://shelfordschool.eschools.co.uk/web/vacancies_1/388029
Careers programme information	n/a
Complaints procedures, including for dealing with parental complaints	https://shelfordschool.eschools.co.uk/web/concerns_and_complaints_procedure/261583
Charging and Remissions Policy - Charging regimes and policies	https://shelfordschool.eschools.co.uk/web/policies/171318

6. Lists and Registers

Current lists and registers

Information	How it can be obtained
Curriculum circulars and statutory instruments	https://shelfordschool.eschools.co.uk/web/the_curriculum_at_shelford/191962
CCTV	Paper copy via the school office





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	(charge of 5p per page)
Disclosure logs	Inspection only
Asset register	Inspection only
Information from publically available registers	Contact the office Paper copy via the school office (charge of 5p per page)

7. The Services We Offer

Information	How it can be obtained
Extra-curricular activities	https://shelfordschool.eschools.co.uk/web/clubs/285087
Out of school clubs	https://shelfordschool.eschools.co.uk/web/clubs/285087
School publications, leaflets, booklets and newsletters	https://shelfordschool.eschools.co.uk/web/home/171241
Services for which the school is entitled to recover a fee, together with those fees	https://shelfordschool.eschools.co.uk/web/policies/171318



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