Information about the School

We have a range of documents and policies that give more information about how the school is run. They are listed on the following pages. Much of this information (including all of our school policies) is available on our school website www.stlaurence.cambs.sch.uk

If you do not have access to the internet, or would like to copies of the documents below that are not on the website, please ask at the school office. Alternatively, you can contact us by one of the following methods:

e-mail: office@stlaurence.cambs.sch.uk

Tel: 01223 712227   Fax: 01223 712227

Contact Address: Arbury Road, Cambridge CB4 2JX

For most of the documents listed we're happy to provide a single free paper copy.   However, if your request meant that we had to do a lot of photocopying or printing, or pay a large postal charge (or is for a priced item such as some printed publications or videos) we would ask you to pay the cost – we would let you know the cost before fulfilling your request.
The documents listed below give information about the running of the school; they do not contain confidential information about individual staff or pupils. The school holds and handles personal data fairly and lawfully in accordance with the terms of the 1998 Data Protection Act and any subsequent relevant legislation. If you wish to request access to personal data (eg regarding your own child), please see our Data Protection policy.

Documents marked 'Web' are available on the school website.
This list was updated in January 2015

Information about the School

Who we are and what we do.

• Full Governing Body – list of governors' names, photos and brief information – on display in school lobby (Web)
• School staff – full list of school staff (Web)
• Governing Body Declaration of Interests Policy (Web)
•Governing Body Code of Practice (Web)
• Instrument of Government
• An outline of our school curriculum (Web)
• Location and contact information (Web)   – all staff and governors can be contacted via school office
• School prospectus (Web)
• School session times & the organisation of the school day (Web)
• Term dates (Web) – these are included in regular school newsletters

What we spend and how we spend it.

• Budget Plan categories
• Capital funding
• Cover for Teacher Absence (CCC policy – Web)
• Governors' allowances policy (Web)
• Governing Body - Best Value Statement (SFVS = School Financial Value Standard file)
• Lettings policy (including Fire Risk Assessment) (Web)
• Pay policy (Web)
• Procurement and contracts
• Staffing and grading structure

What our priorities are and how we are doing.

• Accessibility Plan
• Safeguarding & Child Protection Policies (Web)
• Equality Information (Web)
• Ofsted reports (Web)
• RE inspection reports (Web)

• Performance data & school results (web)
• Pupil surveys (Web)
• SEND report (Special Educational Needs & Disability) (web)
• Sports Funding Report (web)
• Pupil Premium report (web)
• Appraisal & Capability policy (web)
• Governor Development Plan
• Schools future plans, including School Development Plan (web) and Formula Capital Funding Document

How we make decisions.

• Admissions policy & School Information Form (Web)
• Minutes of meetings of the Governing body (Web) and its sub-committees (including agendas and supporting papers). Paper copies of the minutes are also available in the school lobby.

Our policies and procedures.
These are all available on the school website.

Policy for Able, Gifted & Talented children
Admission policy
Anti-Bullying
Appraisal & Capability
Art & Design
Attendance
Behaviour & Discipline (including Exclusion of pupils)
Charging
Code of Conduct for Staff, Governors & Volunteers
Collective Worship
Complaints - Persistent Complaints and Harassment
Complaints Procedure
Cover for Teacher Absence
Critical Incident & Business Continuity Policy
Cycling
Data Protection
Design & Technology
Disciplinary Rules for Staff
Drug Policy
Early Years Foundation Stage

EAL (English as an Additional Language)
Equality
Equality & Diversity for Staff
E-Safety Policy
Fire Safety
First Aid
Geography
Governing Body - Declaration of Interests
Governing Body Code of Practice
Governors' Allowance Policy
Governors' Induction Policy
Grievance Procedure
Health & Safety
Healthy Eating
History
Homework
ICT
ICT Acceptable Use
ICT Disposal Policy
Inclusion Policy (for SEND: Special Educational Needs & Disability plus pupils with medical conditions, including administration of medicines)
International
Intimate Care
Lettings (& Fire Risk Assessment)
Literacy
Lone Working
Lunch Time & Break time
Management of Sickness Absence
Marking, Assessment, Recording & Reporting
Mathematics
Mobile Phone Policy
Modern Foreign Languages
Monitoring, Evaluation & 'Feedback of Teaching & Learning
Music
No Smoking
Pay
PSHE & Citizenship
PE & Physical Activity
Physical Intervention with Pupils
Prayer
Redundancy
Religious Education
Reporting to Parents & Guardians

Safeguarding
Safer Employment (includes Safer Recruitment)
Science
Sex & Relationships Education
Staff Induction Policy
Teaching & Learning
Travel
Whistleblowing Policy

Lists and Registers.

• Asset Register
• Curriculum circulars and statutory instruments
• Disclosure Logs

The Services we Offer.

• Curriculum letters (Web)
• Extra-curricular activities
• Leaflets & booklets
• Out of school clubs
• School newsletters (Web)
• School publications