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.

Information about the School

This list was updated in April 2018

Who we are and what we do.

• Full Governing Body – list of governors' names, photos and brief information - (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 Full Governing body (Web) and its sub-committees (including agendas and supporting papers). Paper copies of Full Governing Body minutes are also available in the school lobby.

Our policies and procedures.
Most of these are available on the school website.

Able, Gifted & Talented - Policy for
Admissions
Anti-Bullying
Harassment & Bullying for Staff (EPM)
Appraisal & Capability
Art
Assessment
Attendance
Behaviour
Charging & Remittance
Children not Collected - Protocol for
Classroom Observation Protocol
Code of Conduct for all Adults
Complaints - Persistant Complaints and Harrassment (LAC)
Complaints Procedure
Computing
Critical Incident & Business Continuity
Data Protection
Design & Technology
Disciplinary Rules for Staff (EPM)
Discretionary Leave of Absence for Staff (EPM)

Display policy
Early Years Foundation Stage
EAL
English
Equality
Equality & Diversity for Staff (EPM)
E-Safety Policy
Feedback & Marking
Fire Safety
First Aid
Geography
Governing Body Code of Practice (LAC)
Governors' Allowance Policy
Governors' Induction Policy (LAC)
Grievance Procedure (EPM)
Health & Safety
History
Homework
ICT Acceptable Use
Images of Pupils
Inclusion
Intimate Care
Lettings (& Fire Risk Assessment)
Lone Working
Sickness Absence - Management of (EPM)
Lone Working
Modern Foreign Languages
Music
Pay
PSHE & Citizenship
PE & Physical Activity
Physical Intervention with Pupils
Probation Procedure for Support Staff
Publication Scheme on Info Available unde FOI Act
Redundancy (EPM)
RE, Prayer & Collective Worship
Safeguarding
Safer Employment (includes Safer Recruitment)
Science
Sex & Relationships Education
Staff Induction Policy
Teaching & Learning
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