

PUBLISHED GUIDE TO INFORMATION

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. The classes of information that we undertake to make available are listed in the table below:

Class 1: Who we are and what we do: This will current information only

Information to be published.	How the information can be obtained	Cost
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details for general enquires	Website	Free

Class 2 : What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year.

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy – upon request	10p per page
Capital funding	Hard copy – upon request	10p per page
Financial audit reports	Hard copy – upon request	10p per page
Procurement and Projects	Hard copy – upon request	10p per page
Pay policy	Hard copy – upon request	10p per page
Governors' allowances that can be claimed	Hard copy – upon request	10p per page

Class 3: What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile - Government supplied performance data - Latest OFSTED reports	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy – upon request	10p per page
School Improvement plan	Hard copy – upon request	10p per page

Class 4: How we make decisions: Decision making processes and records of decisions – current and the previous three years

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy – upon request	10p per page

Class 5: Our policies and procedures (protocols, policies & procedures for delivery of our services & responsibilities): Current information only.

Information to be published.	How the information can be obtained	Cost
Statutory policies	Website	Free
Curriculum policies	Hard copy – upon request	10p per page
HR policies	Hard copy – upon request	10p per page
GDPR and data protection	Website	Free

Class 6: Lists and Registers: Currently maintained lists and registers only.

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copy – upon request	10p per page
Disclosure logs	Inspection only – contact the school	Free
Asset register	Inspection only – contact the school	Free
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register).	Inspection only – contact the school	Free

Class 7: The services we offer:

Information to be published.	How the information can be obtained	Cost
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website	Free

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	
Disbursement cost	Photocopying/printing (Black & White)	Actual cost	10p per page
	Photocopying/printing (Colour)	Actual cost	Not available
	Postage	Cost of Royal Mail standard 2 nd class	Actual cost
Statutory Fee	In accordance with the relevant legislation		Not applicable