

Information available from **Hornby St Margaret's CE Primary School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only	(hard copy and/or website) HC=hard copy WEB=website	
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	WEB	
Head teacher's contact details	WEB	
Who's who in the school	WEB	
Who's who on the governing body / board of governors	WEB	

and selection criteria for appointment		
Governing body's contact details		
Instrument of Government / Articles of Association	HC	6p per B&W sheet
School/academy prospectus	WEB	
School/Academy session times and term dates	WEB	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget and financial statements	HC	6p per B&W sheet
Capital funding	HC	6p per B&W sheet
Financial Audits reports	HC	6p per B&W sheet
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	HC	6p per B&W sheet
Staff pay – details of senior staff salaries in bands of £	HC	6p per B&W sheet

5,000. For all other posts, identify levels of pay by salary range		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	HC	6p per B&W sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	HC	6p per B&W sheet
Procurement and contracts we have entered into	HC	6p per B&W sheet
Details of any premiums we receive such as Pupil premium.	HC	6p per B&W sheet
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum	(hard copy or website)	
Latest reports from regulators (Ofsted - Summary - Full report	WEB	

- Post-inspection action plan		
Exam and assessment results	WEB	
Performance tables	WEB	
The school's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	WEB	
School profile and performance data supplied to the English Government	WEB	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	HC	6p per B&W sheet
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	(hard copy or website)	
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of</i>	WEB	

<i>successful applicants, including criteria on which applications were successful)</i>		
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	HC	6p per B&W sheet
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	WEB	
Safeguarding and child protection, including protecting children's personal data	WEB	
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	WEB	

Policies and procedures relating to recruitment and human resources	WEB	
Special educational needs	WEB	
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	WEB	
Pay Policy	WEB	
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	WEB	
Charging regimes and policies	WEB	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	n/a	

CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	NONE	
Disclosure logs, ie information provided in response to FOIA/EIR requests	HC	6p per B&W sheet
Asset register and Information Asset register	HC INSPECTION	
Any information we are currently legally required to hold in publicly available registers	HC	6p per B&W sheet
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	WEB HC	6p per B&W sheet
Out of school clubs	WEB	

Services for which we are entitled to recover a fee, together with those fees	WEB	
Requests for paper copies of information	EMAIL	
Our publications, leaflets, books and newsletters	HC	
Additional Information Any information that is not itemised in the lists above		

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 @ 6p per sheet (black & white)	Actual cost 1.5p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred