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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.

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| **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 and selection criteria for appointment  Governing body’s contact details | WEB |  |
| 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 £ 5,000. For all other posts, identify levels of pay by salary range | HC | 6p per B&W sheet |
| 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   * - Post-inspection action plan | WEB |  |
| 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 *(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)* | WEB |  |
| 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.

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| **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 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation |
|  |  |  |
| **Other** |  |  |

\* the actual cost incurred