

## Information available 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
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>Website Hard Copy</p>	<p>Photocopying charge Postage Costs Admin costs if applicable</p>
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Hard Copy</p>	<p>Photocopying charge Postage Costs Admin costs if applicable</p>
<p>Headteacher's contact details</p>	<p>Website Hard Copy</p>	<p>Photocopying charge Postage Costs Admin costs if applicable</p>
<p>Who's who in the school/academy</p>	<p>Website Hard Copy</p>	<p>Photocopying charge Postage Costs Admin costs if applicable</p>
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p> <p>Governing body's contact details</p>	<p>Website Hard Copy</p>	<p>Photocopying charge Postage Costs Admin costs if applicable</p>
<p>For academies: Trustees' contact details</p>	<p>n/a</p>	<p>n/a</p>
<p>For academies: Trustee who's who</p>	<p>n/a</p>	<p>n/a</p>
<p>Instrument of Government / Articles of Association</p>	<p>Website Hard Copy</p>	<p>Photocopying charge Postage Costs Admin costs if applicable</p>
<p>School/academy prospectus</p>	<p>Website</p>	<p>Photocopying charge</p>

	Hard Copy	Postage Costs Admin costs if applicable
School/Academy session times and term dates	Website Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
<b>Class 2 – What we spend and how we spend it</b>  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Annual budget and financial statements	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
For academies: Annual accounts		
Capital funding	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Financial Audits reports	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	n/a	n/a

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Procurement and contracts we have entered into	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Details of any premiums we receive such as Pupil premium.	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
<b>Class 3 – What our priorities are and how we are doing</b>  Strategies and plans, performance indicators, audits, inspections and reviews  Current information as a minimum	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Annual Report	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) ( <i>delete as appropriate</i> ) - Summary - Full report - Post-inspection action plan	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Exam and assessment results	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Performance tables	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Careers programme information	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
	Website	n/a

School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)		
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	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
<b>Class 4 – How we make decisions</b>  Decision making processes and records of decisions  Current and previous three years as a minimum	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable

Safeguarding and child protection, including protecting children's personal data	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Policies and procedures relating to recruitment and human resources	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Special educational needs	Hard Copy Website	
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Pay Policy	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Charging regimes and policies	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	n/a	n/a
<b>Class 6 – Lists and Registers</b>	Hard Copy	Photocopying charge Postage Costs

Currently maintained lists and registers only (this does not include the attendance register)		Admin costs if applicable
Curriculum circulars and statutory instruments	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	n/a	n/a
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Asset register and Information Asset register	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Any information we are currently legally required to hold in publicly available registers	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
<b>Class 7 – The services we offer</b>  Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses  Current information only	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Extra-curricular activities	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Out of school/academy clubs	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Services for which we are entitled to recover a fee, together with those fees	Hard Copy Website	Photocopying charge Postage Costs Admin costs if applicable
Requests for paper copies of information	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable
Our publications, leaflets, books and newsletters	Hard Copy Website	Photocopying charge Postage Costs

		Admin costs if applicable
<b>Additional Information</b>  Any information that is not itemised in the lists above	Hard Copy	Photocopying charge Postage Costs Admin costs if applicable

## 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
<b>Disbursement cost</b>	Photocopying @ X p per sheet (black & white)	Actual cost at time incurred
	Photocopying @ X p per sheet (colour)	Actual cost at time incurred
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		