



Document Control Sheet

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Publication Scheme for Schools

Guide to information available from Worlingham CEVC Primary School under the model publication scheme.

Information to be published.	How the information can be obtained	Cost
This includes datasets where applicable – please see “How to complete the Guide to Information for Schools”.		
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
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
School prospectus (if any)	Website	Free
Annual Report (if any)	N/A	N/A
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	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) Current and previous financial year as a minimum	(hard copy and/or website)	



Annual budget plan and financial statements	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)
Capital funding	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)
Financial audit reports	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)
Pay policy	Website	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current information as a minimum		
School profile (if any)		
And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	Website	Free
Performance management policy and procedures adopted by the governing body.	Website	Free
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy	1.35p per page (b&w) 5.30p per page (colour)
Safeguarding and child protection	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	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	1.35p per page (b&w) 2.30p per page (colour)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	(hard copy or website)	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website	Free
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website	Free

If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).		
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	Website	Free
Disclosure logs	Hard copy	1.35p per page (b&w) 2.30 per page (colour)
Asset register	Hard copy	1.35p per page (b&w) 2.30 per page (colour)
Any information the school is currently legally required to hold in publicly available registers	Hard copy	1.35p per page (b&w) 2.30 per page (colour)
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	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free

School publications, leaflets, books and newsletters		
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Hard copy	1.35p per page (b&w) 2.30 per page (colour)

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 @ Xp per sheet (black & white)	Actual cost*
	Photocopying/printing @ Xp per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* *the actual cost incurred by the school*