

Information available from Crookham CE(A) Infant 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
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	Website and/or hard copy from the school office	
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website and/or hard copy from the school office	
Head teacher's contact details	Website and/or hard copy from the school office	
Who's who in the school	Website and/or hard copy from the school office	
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p> <p>Governing body's contact details</p>	Website and/or hard copy from the school office	
Instrument of Government / Articles of Association	Hard copy from the school office	
School prospectus	Information from website and/or hard copy of information from school office	
School session times and term dates	Website and/or hard copy from the school office	

<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	Hard copy from school office	
Annual budget and financial statements	Hard copy from school office	
Capital funding	Hard copy from school office	
Financial Audits reports	Hard copy from school office	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy from school office	
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 from school office	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy from school office	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy from school office	
Procurement and contracts we have entered into	Hard copy from school office	
Details of any premiums we receive such as Pupil premium.	Hard copy from school office	

<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	Website and/or hard copy from the school office	
Annual Report	Not held	
<p>Latest reports from regulators (Ofsted)</p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan 	Website and/or hard copy from the school office	
Exam and assessment results	Website and/or hard copy from the school office	
Performance tables	Website and/or hard copy from the school office	
Careers programme information	N/A	
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 from the school office.	
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)	Website and/or hard copy from the school office	
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 from the school office	

<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	<p>Website and/or hard copy from the school office</p>	
<p>Admissions policy and, where applicable, admission decisions</p>	<p>Website and/or hard copy from the school office</p>	
<p>Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.</p>	<p>Hard copy from the school office</p>	
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>Website and/or hard copy from the school office</p>	
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.</p>	<p>Website and/or hard copy from the school office</p>	
<p>Safeguarding and child protection, including protecting children’s personal data</p>	<p>Website and/or hard copy from the school office</p>	
<p>Equality and Diversity</p>	<p>Website and/or hard copy from the school office</p>	
<p>Policies and procedures relating to recruitment and human resources</p>	<p>Hard copy from the school office</p>	
<p>Special educational needs</p>	<p>Website and/or hard copy from the school office</p>	

Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website and/or hard copy from the school office	
Pay Policy	Hard copy from the school office	
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website and/or hard copy from the school office Website and/or hard copy from the school office	
Charging regimes and policies	Website and/or hard copy from the school office	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copy from school office. Some information may only be available by inspection	
Curriculum circulars and statutory instruments	Hard copy from the school office	
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy from the school office	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy from the school office; some information may only be available by inspection.	
Asset register and Information Asset register	Inspection only from the school office	
Any information we are currently legally required to hold in publicly available registers	Inspection only/hard copy from the school office	

<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>	<p>Hard copy or website, some information may only be available by inspection</p>	
<p>Extra-curricular activities</p>	<p>Website and/or hard copy from the school office</p>	
<p>Out of school clubs</p>	<p>Website and/or hard copy from the school office</p>	
<p>Services for which we are entitled to recover a fee, together with those fees</p>	<p>Hard copy from the school office</p>	
<p>Requests for paper copies of information</p>	<p>Hard copy from the school office</p>	
<p>Our publications, leaflets, books and newsletters</p>	<p>Website and/or hard copy from the school office</p>	

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 @ 5p per sheet (black & white)	Actual cost*
	Photocopying @ 10p 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