

| <b>Information to be published.</b>  | <b>How the information can be obtained</b>    | <b>Cost</b> |
|--|---|-------------|
| <p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> |   |             |
| <p>Who's who in the school</p>   | <p><a href="#">Link to our website</a></p>    |             |
| <p>Who's who on the governing body / board of governors and the basis of their appointment</p>   | <p><a href="#">Link to our website</a></p>    |             |
| <p>Instrument of Government / Articles of Association</p>  | <p><a href="#">Link to our website</a></p>    |             |
| <p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>  | <p>Hard Copy – request from school office</p> |             |

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| School prospectus (if any)                                      | NA                                  |  |
| Annual Report (if any)  | NA                                  |  |
| Staffing structure  | <a href="#">Link to our website</a> |  |
| School session times and term dates                             | <a href="#">Link to our website</a> |  |
| Address of school and contact details, including email address. | <a href="#">Link to our website</a> |  |

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| <p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | <p>(hard copy and/or website)</p>             |  |
| <p>Annual budget plan and financial statements</p>   | <p>Hard Copy – request from school office</p> |  |
| <p>Capital funding</p>   | <p>Hard Copy – request from school office</p> |  |
| <p>Financial audit reports</p>   | <p>Hard Copy – request from school office</p> |  |
| <p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>   | <p>Hard Copy – request from school office</p> |  |
| <p>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).</p>                                | <p>Hard Copy – request from school office</p> |  |

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| Pay policy   | Hard Copy – request from school office |  |
| 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 – request from school office |  |
| 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 – request from school office |  |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.  | Hard Copy – request from school office |  |

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| <p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>  | <p>(hard copy or website)</p>              |  |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul> | <p><a href="#">Link to our website</a></p> |  |

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| Performance management policy and procedures adopted by the governing body.  | Hard Copy – request from school office |  |
| Performance data or a direct link to it  | <a href="#">Link to our website</a>    |  |
| 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 – request from school office |  |
| Safeguarding and child protection  | <a href="#">Link to our website</a>    |  |

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|---|---|--|
| <p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>            | <p>(hard copy or website)</p>                 |  |
| <p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>  | <p><a href="#">Link to our website</a></p>    |  |
| <p>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).</p> | <p>Hard Copy – request from school office</p> |  |

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| <p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>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.</p> | <p>(hard copy or website)</p> <p><a href="#">Link to our website</a></p> |  |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>   | <p><a href="#">Link to our website</a></p>                               |  |



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.

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").

[Link to our website](#)

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| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> | <p>(hard copy or website; some information may only be available by inspection)</p> <p>Hard Copy – request from school office</p> |  |
| <p>Curriculum circulars and statutory instruments</p>   | <p>Hard Copy – request from school office</p>   |  |
| <p>Disclosure logs</p>  | <p>Hard Copy – request from school office</p>   |  |
| <p>Asset register</p>   | <p>Hard Copy – request from school office</p>   |  |
| <p>Any information the school is currently legally required to hold in publicly available registers</p>   | <p>Hard Copy – request from school office</p>   |  |

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| <p><b>Class 7 – The services we offer</b></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>Hard Copy – request from school office</p> |  |
| <p>Extra-curricular activities</p>  | <p><a href="#">Link to our website</a></p>  |  |
| <p>Out of school clubs</p>  | <p><a href="#">Link to our website</a></p>  |  |
| <p>Services for which the school is entitled to recover a fee, together with those fees</p>   | <p>Hard Copy – request from school office</p>   |  |
| <p>School publications, leaflets, books and newsletters</p>   | <p><a href="#">Link to our website</a>/ Hard Copy – request from school office</p>  |  |

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| <b>Additional Information</b>  |  |  |
| <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</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  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying/printing @ ..p per sheet (black & white) | Actual cost *  |
|                          | Photocopying/printing @..p per sheet (colour)         | Actual cost  |
|                          | 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>             |   |  |

\* the actual cost incurred by the public authority



