

Guide to information available from **Langdon Primary School** under the model publication scheme 2017-2018 (ratified by the Governing Body 9.5.18)

NB: School website can be accessed at: www.langdonprimaryschool.co.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who in the school	Website Prospectus on website Contact Office Manager for Prospectus hard copy Contact Office Manager for Prospectus email	Free Free 10p/ Sheet Free
Who's who on the governing body / board of governors and the basis of their appointment	Website Contact Clerk to Governors for hard copy	Free 10p/ sheet

Instrument of Government / Articles of Association	Contact Clerk to Governors for hard copy	10p/ sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
	Prospectus on website	Free
	Contact Office Manager for Prospectus hard copy	10p/ Sheet
	Contact Office Manager for Prospectus email	Free
	School Notice Board	Free
School prospectus (if any)	Website	Free
	Prospectus on website	Free
	Contact Office Manager for Prospectus hard copy	10p/ Sheet
	Contact Office Manager for Prospectus email	Free
Annual Report (if any)		
Staffing structure	Website	Free
	Prospectus on website	Free
	Contact Office Manager for Prospectus hard copy	10p/ Sheet
	Contact Office Manager for Prospectus email	Free
School session times and term dates	Website	Free

	Prospectus on website	Free
	Contact Office Manager for Prospectus hard copy	10p/ Sheet
	Contact Office Manager for Prospectus email	Free
Address of school and contact details, including email address.	Website	Free
	Prospectus on website	Free
	Contact Office Manager for Prospectus hard copy	10p/ Sheet
	Contact Office Manager for Prospectus email	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		
Annual budget plan and financial statements	Contact Office Manager for hard copy	10p/ Sheet
Capital funding	Contact Office Manager for hard copy	10p/ Sheet
Financial audit reports	Contact Office Manager for hard copy	10p/ Sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact Office Manager for hard copy	10p/ Sheet
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	Contact Office Manager for hard copy	10p/ Sheet

authority or diocese).		
Pay policy	Contact Office Manager for email copy of Pay Policy	Free
	Contact Office Manager for hard copy	10p/ Sheet
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.	Contact Office Manager for hard copy	10p/ Sheet
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.	Contact Office Manager for hard copy	10p/ Sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Contact Office Manager for email copy of Governor Allowances Policy	Free
	Contact Office Manager for hard copy of Governor Allowances Policy	10p/ 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		
School profile (if any)	Website including link to latest Ofsted report	Free
And in all cases:	Prospectus on website	Free
<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 	Contact Office Manager for Prospectus/Ofsted	10p/ Sheet

<ul style="list-style-type: none"> • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Report/School Self Evaluation Form/School Improvement Plan hard copy Contact Office Manager for Prospectus/Ofsted Report/ School Self Evaluation Form/School Improvement Plan email	 Free
Appraisal policy and procedures adopted by the governing body.	Contact Office Manager for email copy of Appraisal Policy Contact Office Manager for hard copy of Appraisal Policy	Free 10p/ Sheet
Performance data or a direct link to it	Website Prospectus on website Contact Office Manager for Prospectus hard copy Contact Office Manager for Prospectus email	Free Free 10p/ sheet 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	Website Contact Office Manager for School Improvement Plan hard copy Contact Office Manager for School Improvement Plan email	 10p/ Sheet Free

Safeguarding and child protection	Website Contact Office Manager for email copy of Child Protection Policy Contact Office Manager for hard copy of Child Protection Policy	Free Free 10p/ sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website Contact Office Manager for email copy of Admissions Policy Contact Office Manager for hard copy of Admissions Policy	Free Free 10p/ sheet
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).	Contact Clerk to the Governors for hard copy	10p/ sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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) 	Data Protection Policy on Website Contact Office Manager for email copy of Data Protection Policy	Free Free

	Contact Office Manager for hard copy of Data Protection Policy	10p/ Sheet
	Contact Office Manager for hard copy of KCC records retention information to which the school adheres	10p/ Sheet
	KELSI website at http://www.kelsi.org.uk/ for KCC records retention information to which the school adheres	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. 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").	Charging Policy on the website	Free
	Contact Office Manager for email copy of Charging Policy	Free
	Contact Office Manager for hard copy of Charging Policy	10p/ Sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website	Free
	Exterior and Interior school notice boards	Free

	Contact Office Manager for hard copy of newsletters	10p/ Sheet
	Contact Office Manager for email copy of newsletters	Free
Disclosure logs	Contact Office Manager to view these in school	Free
Asset register	Contact Office Manager to view this document in school	Free
Any information the school is currently legally required to hold in publicly available registers	Contact Office Manager to view these in school	Free
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		
Extra-curricular activities	Website	Free
	Prospectus on website	Free
	Contact Office Manager for Prospectus hard copy	10p/ sheet
	Contact Office Manager for Prospectus email	Free
	Contact Office Manager for a hard copy of the Clubs List	10p/ sheet
	Contact Office Manager for an email of the Clubs List	Free

	Contact the Office Manager for a hard copy of information about the Breakfast Club and After School Care Club	10p/ Sheet
	Contact the Office Manager for an email of information about the Breakfast Club and After School Care Club	Free
Out of school clubs	Contact Office Manager for a hard copy of the Clubs List	10p/ sheet
	Contact Office Manager for an email of the Clubs List	Free
Services for which the school is entitled to recover a fee, together with those fees	Contact the Office Manager for information regarding these services	Free
School publications, leaflets, books and newsletters	Website	Free
	Contact the Office Manager for hard copies of any relevant document	10p/ sheet
	Contact the Office Manager for emails of any relevant document	Free
Additional Information		
This will provide schools with the opportunity to publish 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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet	Cost of photocopying/printing Cost of paper/card materials Cost of staff administration time
	Postage	Royal Mail standard 2 nd class Administration time foc
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		