

Guide to information available from **Langdon Primary School** under the model publication scheme 2020-2022 (ratified by the Governing Board 14.7.20)

NB: School website can be accessed at: [www.langdonprimaryschool.co.uk](http://www.langdonprimaryschool.co.uk)

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
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 (including named contacts).	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	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
<b>Class 2 – What we spend and how we spend it</b> (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	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, the local	Contact Office Manager for hard copy	10p/ Sheet

authority).		
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
<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		
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"> <li>Performance data supplied to the English Government or a direct link to the data</li> <li>The latest Ofsted report</li> </ul>	Contact Office Manager for Prospectus/Ofsted	10p/Sheet

<ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> <ul style="list-style-type: none"> <li>• Post-inspection action plan</li> </ul>	<p>Report/School Self Evaluation Form/School Improvement Plan hard copy</p> <p>Contact Office Manager for Prospectus/Ofsted Report/ School Self Evaluation Form/School Improvement Plan email</p>	<p>Free</p>
<p>Performance Management Policy and procedures adopted by the governing body.</p>	<p>Contact Office Manager for email copy of Appraisal Policy</p> <p>Contact Office Manager for hard copy of Appraisal Policy</p>	<p>Free</p> <p>10p/ Sheet</p>
<p>Performance data or a direct link to it</p>	<p>Website</p> <p>Prospectus on website</p> <p>Contact Office Manager for Prospectus hard copy</p> <p>Contact Office Manager for Prospectus email</p>	<p>Free</p> <p>Free</p> <p>10p/ sheet</p> <p>Free</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Website</p> <p>Contact Office Manager for School Improvement Plan hard copy</p> <p>Contact Office Manager for School Improvement Plan email</p>	<p>10p/ Sheet</p> <p>Free</p>

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
<b>Class 4 – How we make decisions</b> (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 (NB. this will exclude information that is properly regarded as private to the meetings).	Contact Clerk to the Governors for hard copy	10p/ sheet
<b>Class 5 – Our policies and procedures</b> (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"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	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 <a href="http://www.kelsi.org.uk/">http://www.kelsi.org.uk/</a> for KCC records retention information to which the school adheres	Free
Charging regimes and policies	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
<b>Class 6 – Lists and Registers</b>		
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
<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		
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	10p/ Sheet
	Contact the Office Manager for an email of information about the Breakfast 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
<b>Additional Information</b>		
Information that is not itemised in the lists above		

## SCHEDULE OF CHARGES

**This describes information about the charges that are relevant to the request and how the charges have been arrived at.**

Prior to information being issued, where a cost is incurred, the school will inform the applicant that there is a fee and what the total of that fee will be by issuing a Fees Notice in writing. The period for compliance with the request will commence from the date that this notice is issued. The school will ensure that there is no delay in the notice being issued to the applicant.

If the school does not receive payment within three months of issuing a fees notice, then it is no longer obliged to respond to the request for information.

Where payment is received by cheque the date of the cheque clearance will be used as the fee received date. The school will not delay payment of cheques into the school's bank account in order to create a delay in information request response times.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet	Cost of photocopying/printing Cost of paper/card materials Cost of materials to redact any exempt information
	Postage	Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote according to the actual statute and available upon request to the Office Manager)
<b>Other</b>		