



CHEETWOOD COMMUNITY PRIMARY SCHOOL

PUBLICATION SCHEME - A GUIDE TO INFORMATION AVAILABLE

September 2020

TO BE REVIEWED ANNUALLY OR IN THE LIGHT OF ANY
LEGAL CHANGES

Judged to be GOOD by Ofsted in March 2018.

*"This is a highly inclusive school, where everyone feels safe, respected and valued.
Pupils enjoy school and are very keen to learn".*

Freedom of Information

Guide to information available from Cheetwood Community Primary School under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Hard copy and/or website</p>
<p>Who's who in the school</p>	<p>Hard copy and/or website</p>
<p>Contact details for the Head teacher and for the governing body, via the school</p>	<p>Hard copy and/or website</p>
<p>Staffing structure</p>	<p>Hard copy and/or website</p>
<p>School session times and term dates</p>	<p>Hard copy and/or website</p>
<p>Address of school and contact details, including email address</p>	<p>Hard copy and/or website</p>
<p>Governing Body information:</p> <p><i>Instrument of Government</i></p> <p><i>The structure and remit of the governing body and any committees, and the full names of the chair of each;</i></p> <p><i>For each governor who has served at any point over the past 12 months:</i></p> <ul style="list-style-type: none"> ▪ <i>their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),</i> ▪ <i>relevant business and pecuniary interests (as recorded in the register of interests) including:</i> <ul style="list-style-type: none"> ▪ <i>governance roles in other educational institutions;</i> ▪ <i>any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and</i> ▪ <i>their attendance record at governing body and committee meetings over the last academic year.</i> <p><i>Information on associate members will also be provided and whether they have voting rights on any of the committees to which they have been appointed.</i></p>	<p>Hard copy and/or website</p>

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<p>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)</p>	
Current and previous financial year as a minimum	Hard copy
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy
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
Pay policy	Hard copy and/or website
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)	Hard copy
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
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Hard copy and/or website
Direct link to the performance data supplied to the English Government	Website
The latest Ofsted Inspectorate report	Hard copy and/or website
Appraisal and Capability policies and procedures adopted by the governing body	Hard copy and/or website
The school's future plans	Hard copy and/or website
Safeguarding and child protection	Hard copy and/or website
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Hard copy and/or website
Admissions policy/decisions (not individual admission decisions)	Hard copy and/or website
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

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>As a minimum this will include policies, procedures and documents that the school is required to have by statute by the English government</p>	<p>Hard copy and/or website</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard copy and/or website</p>
<p>Charging regimes and policies</p>	<p>Hard copy and/or website</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	<p>Hard copy and/or website; some information may only be available by inspection</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>
<p>Disclosure logs</p>	<p>Available by</p>
<p>Asset register</p>	<p>Available by</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available by inspection</p>

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	Hard copy and/or website; some information may only be available by inspection
Extra-curricular activities	Hard copy and/or website
Out of school clubs	Hard copy and/or website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
School publications, leaflets, books and newsletters	Hard copy and/or website
<p>Additional Information This will provide Cheetwood Community Primary School with the opportunity to publish information that is not itemised in the lists above and is otherwise covered by The School Information (England) (Amendment) Regulations 2012</p>	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing (black & white)	Actual cost
	Photocopying/printing (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation