

Information available from **East Preston 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>	<p>School Website and DfE Get Information About Schools (GIAS) website</p>	<p>Free</p>
<p>Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>School Website Contact Us page</p>	<p>Free</p>
<p>Head teacher's contact details</p>	<p>Contactable via school email address office@epinf.co.uk or the main school phone number 01903 773177</p>	<p>Free</p>
<p>Who's who in the school</p>	<p>School Website About Us page</p>	<p>Free</p>
<p>Who's who on the governing body / board of governors</p>	<p>School Website Governance page</p>	<p>Free</p>

Selection criteria for appointment	Selection criteria available as hardcopy (based on category of governor)	
Governing body's contact details	School Website Contact Us	
Instrument of Government / Articles of Association	Hardcopy from school office	10p per page
School prospectus	School Website	Free
School session times and term dates	School Website Hardcopy from school office	Free
Class 2 – What we spend and how we spend it		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Hardcopy from school office	10p per page
Current and previous financial year as a minimum		
Annual budget and financial statements	Hardcopy from school office	10p per page
Capital funding	Hardcopy from school office	10p per page
Financial Audits reports	Hardcopy from school office	10p per page
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hardcopy from school office	10p per page
Staff pay – details of senior staff salaries in bands of £	Hardcopy from school office	10p per page

5,000. For all other posts, identify levels of pay by salary range		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hardcopy from school office	10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy from school office	10p per page
Procurement and contracts we have entered into	Hardcopy from school office	10p per page
Details of any premiums we receive such as Pupil premium.	Hardcopy from school office	10p per page
<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>	Hardcopy from school office	10p per page
Annual Report	Hardcopy from school office	10p per page
<p>Latest reports from regulators (Ofsted)</p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan 	<p>Website – link to latest report</p> <p>Action plan: Hardcopy from school office</p>	<p>Free</p> <p>10p per page</p>

Exam and assessment results	Hardcopy from school office	10p per page
Performance tables	Hardcopy from school office	10p per page
Careers programme information	Hardcopy from school office	10p per page
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hardcopy from school office	10p per page
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)	Direct link on school website https://www.compare-school-performance.service.gov.uk/school/125919/east-preston-infant-school <i>or</i> Hardcopy from school office	Free 10p per page
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	Hardcopy from school office	10p per page
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	Hardcopy from school office	10p per page

Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Hardcopy from school office	10p per page
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hardcopy from school office	10p per page
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Statutory and parent related on school website or Hardcopy from school office	Free 10p per page
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Statutory and parent related on school website or Hardcopy from school office	Free 10p per page
Safeguarding and child protection, including protecting children’s personal data	Statutory on school website or Hardcopy from school office	Free 10p per page
Equality and Diversity	School website or Hardcopy from school office	Free 10p per page

Policies and procedures relating to recruitment and human resources	School website or Hardcopy from school office	Free 10p per page
Special educational needs	School website or Hardcopy from school office	Free 10p per page
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School website or Hardcopy from school office	Free 10p per page
Pay Policy	Hardcopy from school office	10p per page
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	School website or Hardcopy from school office	Free 10p per page
Charging regimes and policies	School website or Hardcopy from school office	Free 10p per page
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Inspection only	Free

Curriculum circulars and statutory instruments	Inspection only	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	N/A no CCTV	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hardcopy from school office	10p per page
Asset register and Information Asset register	Inspection only	Free
Any information we are currently legally required to hold in publicly available registers	Hardcopy from school office	10p per page
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	School website or Hardcopy from school office	Free 10p per page
Extra-curricular activities	Hardcopy from school office	10p per page
Out of school clubs	School website or Hardcopy from school office	Free 10p per page
Services for which we are entitled to recover a fee, together with those fees	Hardcopy from school office	10p per page

Requests for paper copies of information	Hardcopy from school office	10p per page
Our publications, leaflets, books and newsletters	Hardcopy from school office	10p per page
Additional Information Any information that is not itemised in the lists above	Hardcopy from school office	10p per page

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 @10p per sheet (black & white)	Actual cost *
	Photocopying @ 12p 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