



Approved by:	Full Governing Body	Date: 13.03.2023
Previously reviewed on:	March 2020	
Next review due by:	Spring 2026	

Guide to information available from Moulton CEVC Primary School under the model publication scheme. Updated March 2023

Information to be published.	How the information can be obtained	Cost
This includes datasets where applicable – please see “How to complete the Guide to Information for Schools”.		
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who’s who in the school	(hard copy and/or website)	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Who’s who on the governing body / board of governors and the basis of their appointment	(hard copy and/or website)	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Instrument of Government / Articles of Association	Hard copy	5p per sheet of A4 paper (black and white)

		10p per A4 sheet (colour)
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	(hard copy and/or website)	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
School prospectus (if any)	(hard copy and/or website)	Free
Annual Report (if any)	N/A	N/A
Staffing structure	(hard copy)	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
School session times and term dates	(hard copy and/or website)	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Address of school and contact details, including email address.	(hard copy and/or website)	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Capital funding	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Financial audit reports	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)

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	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Pay policy	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
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	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
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	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or website)	
Current information as a minimum		
School profile (if any)		
And in all cases: <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 • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	(Hard Copy or website).	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Performance management policy and procedures adopted by the governing body.	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Performance data or a direct link to it	Hard Copy and website	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)

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	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Safeguarding and child protection policies and procedures	Hard Copy and school website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
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	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. 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.	(hard copy or website)	
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) 	Hard Copy and website	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)
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.	Hard Copy	5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)

<p>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”).</p>		
<p>Class 6 – Lists and Registers 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>Curriculum circulars and statutory instruments</p>	<p>Hard Copy</p>	<p>5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)</p>
<p>Disclosure logs</p>	<p>Hard Copy</p>	<p>5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)</p>
<p>Asset register</p>	<p>Hard Copy</p>	<p>5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard Copy</p>	<p>5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)</p>
<p>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</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Hard Copy and website</p>	<p>5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)</p>
<p>Out of school clubs</p>	<p>Hard Copy</p>	<p>5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard Copy</p>	<p>5p per sheet of A4 paper (black and white) 10p per A4 sheet (colour)</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Hard Copy and website</p>	<p>Free</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
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 10p 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 by the school