



Guide to Information

Guide to information available from Prior's Mill C of E Primary School under the model publication scheme.

Class 1- Who we are and what we do Organisational information, structures, locations and contacts. This will be current information only.	
Information to be published	How the information can be obtained
Who's who in school	Website
Names of local governors and the basis of their appointment	Website
Statutory information about the local governing body	Website
Instrument of governance	Trust Website- link available on school website
Contact details for the headteacher and the local governing body	Website/ Hard copy from the school office
An outline of the school curriculum	Website
School prospectus (if any)	N/A
Staffing Structure	Hard copy from the school office
School session times and term dates	Website
Address of the school and contact details, including email address	Website

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.	
Information to be published	How the information can be obtained
Annual budget plan and financial statements	Trust website- Finance section
Expenditures	Trust website- Finance section
Capital funding	Trust website- Finance section
Financial audit reports	Trust website- Finance section
Procurement and contracts	Trust website- Finance section
Staff allowances and expenses	Trust website- Finance section
Staff pay and grading structures	Trust website- Finance section
Governors' allowances	Trust website- Finance section
Premiums or other forms of financial support available	Website/ Hard copy from the school office



Class 3- What are our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.

Information to be published	How the information can be obtained
Performance data	Website
Latest Ofsted report	Website
Performance management policy and procedures adopted by the local governing body	On request- contact the school office
Future plans- any major proposals on future plans involving, for example a consultation on a change in school status	On request- contact the school office
Performance tables	Website

Class 4- How we make decisions

Decision making processes and records of decisions. Current and previous three years as a minimum.

Information to be published	How the information can be obtained
Admissions policy and decisions	Website/ Hard copy from the school office
Agendas and minutes of the governing body and its committees (NB. This will exclude information that is properly regarded as private to the meetings.)	On request- contact the school office

Class 5- Our policies and procedures

Current written protocols, policies and procedures for delivering our service and responsibilities. Current information only.

Information to be published	How the information can be obtained
School Policies and other documents, including: • Behaviour Policy • Anti-Bullying Policy • SEND Information Report • Equalities information and objectives • Data Protection Policy • Safeguarding and Child Protection Policies • Health and Safety Policy • Complaints Policy • Charging Policy	Website/ Hard copy from the school office



Class 6- Lists and Registers

Currently maintained lists and registers only- this does not include the attendance register. Some information may only be available by inspection.

Information to be published	How the information can be obtained
Asset register	Inspection only- please contact the school
Disclosure logs	Inspection only- please contact the school
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Inspection only- please contact the school

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.

Information to be published	How the information can be obtained
Extra-curricular activities	Website/ Compass /Hard copy from the school office
School publications, including newsletters	Website/Sent directly to parents Hard copy from the school office
Services for which the school is entitled to recover a fee, together with those fees.	On request- contact the school office

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 @ 0p per sheet (black and white)	Actual cost 0p per sheet
	Photocopying/printing @ 0p per sheet (colour)	Actual cost 0p per sheet
	Postage	Actual cost of Royal Mail standard 1 st or 2 nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act.	The actual cost incurred by the school.