

Guide to information available from North Denes Primary School and Nursery 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
Contact details for the school - named contacts where possible (including postal and email address)	Website – Contact https://northdenesprimary.co.uk/contact/
Who's who in the school (including staffing structure)	Website – About Us – Staff https://northdenesprimary.co.uk/about-us-02/
Who's who on the governing body / board of governors and selection criteria for appointment	Website – About Us – Governance https://northdenesprimary.co.uk/governance/
Instrument of Government	Website – About Us – Governance https://northdenesprimary.co.uk/governance/
School prospectus	Available upon request from the school office. Also see our website: https://northdenesprimary.co.uk/
School session times and term dates	Website – Parents – Term Dates https://northdenesprimary.co.uk/term-dates/ Website – Parents – The School Day https://northdenesprimary.co.uk/the-school-day/

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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 and financial statements	Financial Benchmarking Website – Key information – Financial Benchmarking https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=120973 Hard copy – contact school office
Capital funding	Hard copy – contact school office
Financial Audits reports	Hard copy – contact school office
Details of expenditure items over £5000	Hard copy – contact school office
Staffing, pay and grading structure. As a minimum, the pay information should include salaries for senior staff in bands of £5,000 and for other staff, by salary range.	Hard copy – contact school office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (whose basic salary is at least £60,000 per annum) by reference to categories.	Hard copy – contact school office
Governors' allowances	Hard copy – contact school office
Procurement and contracts we have entered into	Hard copy – contact school office



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Details of any premiums we receive such as Pupil premium.	Hard copy – contact school office Pupil Premium Website – Key Information – Pupil Premium https://northdenesprimary.co.uk/pupil-premium/ PE and Sports Premium Website – Key Information – PE and Sports Premium https://northdenesprimary.co.uk/pe-sports-premium/
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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
Annual Report	??
Latest reports from Ofsted – Summary and full report	Website – Key Information - Ofsted https://reports.ofsted.gov.uk/provider/21/120973
Post-inspection action plan	Hard copy of School Improvement Plan – contact school office
The school's future plans. Eg. Proposals for and any consultation on the future of our school, such as a change in status.	Hard copy – contact school office No current plans to change status in place
Performance data supplied to the Government	Website – Key Information – School Performance https://northdenesprimary.co.uk/school-performance/ (same link as performance tables??)
Performance Management Policy and Procedures (as adopted by the governing body)	Hard copy – contact school office
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	



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Class 4 – How we make decisions	
(Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy / decisions (not individual admission decisions)	Website – About Us – Admissions https://northdenesprimary.co.uk/admissions/ Hard copy – contact school office
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 – contact school office

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies e.g. <ul style="list-style-type: none"> • Special Educational Needs and Disability • Behaviour • Anti-Bullying • Relationship and Sex Education • Attendance 	Website – Key Information – Policies https://northdenesprimary.co.uk/policies/ For all other policies not listed or for a hard copy, please contact school office
Policies and procedures relating to recruitment and human resources	For school vacancies, please visit https://www.educationjobfinder.org.uk/
Complaints	Website – Key Information – Policies https://northdenesprimary.co.uk/wp-content/uploads/2022/03/Complaints-procedure.pdf
Health and Safety	Hard copy – contact school office
Equality and diversity	Website – Key Information – Policies https://northdenesprimary.co.uk/wp-content/uploads/2022/03/Single-Equality-Policy.pdf
Safeguarding and Child Protection	Website – Key Information – Policies https://northdenesprimary.co.uk/wp-content/uploads/2022/03/Safeguarding-Policy.pdf



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Pay Policy	Hard copy – contact school office
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 – contact school office Data Protection Policy is available on the school website (add link)
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges mad for information routinely published. They should clearly state what costs are recovered, the basis on which they are made and how they are calculated.	Website - Key Information – Policies – Charging Policy https://northdenesprimary.co.uk/wp-content/uploads/2022/03/Charging-and-Remissions-Policy.pdf Hard copy – contact school office



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Class 6 – Lists and Registers	
Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	Hard copy – contact school office
CCTV	Please contact our school office.
Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy – contact school office
Asset register and Information Asset register	Hard copy – contact school office
Any information we are currently legally required to hold in publicly available registers. (This does not include the Attendance register).	Hard copy – contact school office

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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	
Extra-curricular activities	Please contact the school office for information about after-school clubs.
Out of school clubs	Website – Parents – Breakfast Club / After School Wrap Around https://northdenesprimary.co.uk/breakfast-club/ https://northdenesprimary.co.uk/after-school-wrap-around-care/
Services for which we are entitled to recover a fee, together with those fees	FSM – no info on website Website – Key Information – Policies – Charging Policy https://northdenesprimary.co.uk/wp-content/uploads/2022/03/Charging-and-Remissions-Policy.pdf
Our publications, leaflets, books and newsletters	Newsletters / letters are sent home via School Ping. Hard copy – contact school office

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SCHEDULE OF CHARGES

This describe show 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 @ 2p per sheet (black and white)	4p per sheet
	Photocopying / printing @ 10p per sheet (colour)	12p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act - in particular section 12	In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the public authority