



Guide to information available from Campsbourne School under the Model Publication Scheme

Policy Originator	Information Commissioner's Office
Governor Responsible	Governor responsible for Data Protection
Status	Statutory
Last reviewed	Autumn 2018
Ratified on	19/09/2018
Review period	Annually
Signed by Governor responsible for Data Protection	<i>CJ Bees</i>

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who’s who in the school	Hard copy from the school office or the school’s website.	None
Who’s who on the governing body / board of governors and the basis of their appointment	Hard copy from the school office or the school’s website.	None
Instrument of Government / Articles of Association	Hard copy from the school office or the school’s website.	None
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy from the school office or the school’s website.	None
School prospectus (if any)	N/A	N/A
Annual Report (if any)	N/A	N/A
Staffing structure	Hard copy from the school office or the	

School session times and term dates	school's website. Hard copy from the school office or the school's website.	None
Address of school and contact details, including email address.	Hard copy from the school office or the school's website.	None
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		
Annual budget plan and financial statements	Hard copy from the school office	None
Capital funding	Hard copy from the school office	None
Financial audit reports	Hard copy from the school office	None
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy from the school office	None
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 from the school office	None

Pay policy		None
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 from the school office	None
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 from the school office	None
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy from the school office	None
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		
School profile (if any) And in all cases:	Hard copy from the school office or the school's website.	None

<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 		
Performance management policy and procedures adopted by the governing body.	Hard copy from the school office	None
Performance data or a direct link to it	Hard copy from the school office or the school's website.	None
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 from the school office	None
Safeguarding and child protection	Hard copy from the school office or the school's website.	None
Class 4 – How we make decisions (Decision making processes and records of decisions)		

<p>Current and previous three years as a minimum</p>			
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>		<p>Hard copy from the school office or the school’s website.</p>	<p>None</p>
<p>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).</p>		<p>Hard copy from the school office or the school’s website.</p>	<p>None</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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.</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 from the school office or the school’s website.</p>	<p>None</p>

<p>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. 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>Hard copy from the school office or the school's website.</p>	<p>None</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy from the school office</p>	<p>None</p>
<p>Disclosure logs</p>	<p>Hard copy from the school office</p>	<p>None</p>
<p>Asset register</p>	<p>Hard copy from the school office</p>	<p>None</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard copy from the school office</p>	<p>None</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)</p>		

Current information only		
Extra-curricular activities	Hard copy from the school office or the school's website.	None
Out of school clubs	Hard copy from the school office or the school's website.	None
Services for which the school is entitled to recover a fee, together with those fees	Hard copy from the school office or the school's website.	None
School publications, leaflets, books and newsletters	Hard copy from the school office or the school's website.	None
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p 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 public authority