

Guide to information available from Ilfracombe Junior School under the model publication scheme

<i>Information to be published.</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 1 – WHO ARE WE AND WHAT DO WE DO?		
Who's who in the school?	School Website	Free
Who's who on the governing body / board of governors and the basis of their appointment?	School Website Online https://get-information-schools.service.gov.uk	Free
Instrument of Government / Articles of Association	Hard Copy School Office	10p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	School Website	Free
School Prospectus	Hard Copy School Office	Free
Staffing structure	School Website	Free
School session times and term dates	School Website Hard Copy School Office	Free Free
Address of school and contact details, including email address.	School Website	Free
Class 2 – WHAT WE SPEND AND HOW WE SPEND IT?		
Annual budget plan and financial statements	Email School admin@ Hard Copy School Office	Free 10p/sheet
Capital funding	Email School admin@ Hard Copy School Office	Free 10p/sheet
Financial audit reports	Hard Copy School Office	10p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Email School admin@ Hard Copy School Office	Free 10p/sheet
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 School Office	10p/sheet
Pay Policy	Email School admin@ Hard Copy School Office	Free 10p/sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent,	Email School admin@ Hard Copy	Free 10p/sheet

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whose basic actual salary is at least £60,000 per annum) by reference to categories	School Office	
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	Email School admin@ Hard Copy School Office	Free 10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Email School admin@ Hard Copy School Office	Free 10p/sheet
Class 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING?		
School profile 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 	School Website Inc links to other websites such as Ofsted to access reports/data	Free
Performance management policy and procedures adopted by the governing body	Email School admi@ Hard Copy School Office	Free 10p/sheet
Performance data or a direct link to it	School Website Inc links to other websites such as Ofsted to access reports/data	Free
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 School Office	10p/sheet
Safeguarding and Child Protection	School Website	Free
Class 4 – HOW WE MAKE DECISIONS?		
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website	Free
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)	School Website/ Email School admin@ Hard Copy School Office	Free 10p/sheet

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Class 5 – OUR POLICIES AND PROCEDURES?		
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 School Office	10p/sheet
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").	School Website	Free
Class 6 – LIST AND REGISTERS?		
Curriculum circulars and statutory instruments	School Website Hard Copy School Office	Free 10p/sheet
Disclosure logs	Hard Copy School Office	10p/sheet
Asset Register	Hard Copy School Office	10p/sheet
Any information the school is currently legally required to hold in publicly available registers	Hard Copy School Office	10p/sheet
Class 7 – THE SERVICES WE OFFER?		
Extra-curricular activities	School Website	Free
Out of school clubs	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School Website	Free
School publications, leaflets, books and newsletters	School Website Hard Copy School Office	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
Postage	Large Letter Stamp 98p (02/2018)	Actual cost