

## Guide to information available from Greenhead Primary School under the model publication scheme

| <p><b>Class 1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p> |  |                                 |
|--|--|---------------------------------|
| Information - item   | Available from   | Cost                            |
| Who's who in the school - our staff  | <p>Website:<br/><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a></p> <p>Hard copy: available upon request - please contact school</p> | <p>Free</p> <p>10p per page</p> |
| Instrument of Government   | <p>Hard copy: available upon request - please contact school</p>   | <p>10p per page</p>             |
| Who's who on the governing body -our governors and their roles   | <p>Website:<br/><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a></p> <p>Hard copy: available upon request - please contact school</p> | <p>Free</p> <p>10p per page</p> |

| Information - item  | Available from   | Cost                     |
|---|--|--------------------------|
| Contact details for the Head teacher and for the Chair of Governors | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/web-site">http://www.greenhead.northumberland.sch.uk/w<br/>ebsite</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |
| School prospectus (if school have one)                              | Hard copy: available upon request - please contact school  | 10p per page             |
| Annual Report (if school have one)                                  | Hard copy: available upon request - please contact school  | 10p per page             |
| Staffing structure  | Hard copy: available upon request - please contact school  | 10p per page             |
| School session times and term dates                                 | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/w-ebsite">http://www.greenhead.northumberland.sch.uk/w<br/>ebsite</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |
| Address of school and contact details, including email address.     | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/w-ebsite">http://www.greenhead.northumberland.sch.uk/w<br/>ebsite</a>  | Free<br><br>10p per page |

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|  | Hard copy: available upon request - please contact school |  |
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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 - item   | Available from  | Cost         |
|--|---|--------------|
| Annual budget plan and financial statements  | Hard copy: available upon request - please contact school | 10p per page |
| Capital funding  |   |              |
| Financial audit reports  |   |              |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  |   |              |
| 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).                                 |   |              |
| Pay policy   |   |              |
| 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. |   |              |

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|---|--|--|
| 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. |  |  |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.   |  |  |

| <b>Class 3 – Our priorities and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current information as a minimum   |  |                          |
|---|--|--------------------------|
| Information - item  | Available from   | Cost                     |
| School profile (if school create one)<br><u>otherwise</u><br>And in all cases: <ul style="list-style-type: none"> <li>● Performance data supplied to the Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>● The latest Ofsted Inspectorate report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>● Post-inspection action plan</li> </ul> | Hard copy: available upon request - please contact school  | 10p per page             |
| Performance management policy and procedures adopted by the governing body.   | Hard copy: available upon request - please contact school  | 10p per page             |
| Performance data or a direct link to it   | Website:<br><a href="http://www.greenhead.northhumberland.sch.uk/website">http://www.greenhead.northhumberland.sch.uk/website</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |

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| 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: available upon request - please contact school  | 10p per page             |
| Safeguarding and child protection<br>This is policies & who is DSL plus the Head's report to the governors on safeguarding [part one agenda] NOT any sensitive info | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |

#### **Class 4 – How we make decisions**

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

| Information - item   | Available from   | Cost                     |
|--|--|--------------------------|
| Admissions policy/decisions (not individual admission decisions) – where applicable  | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |
| 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). | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a>  | Free<br><br>10p per page |

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|--|---|--|
|  | Hard copy: available upon request - please contact school |  |
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| <p><b>Class 5 – Our policies and procedures</b><br/>         (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.<br/>         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 English government. These will include policies and procedures for handling information requests.</p> |   |                          |
|---|---|--------------------------|
| Information - item  | Available from  | Cost                     |
| Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> </ul>  | Website:<br><a href="http://www.greenhead.northhumberland.sch.uk/website">http://www.greenhead.northhumberland.sch.uk/website</a> | Free<br><br>10p per page |

|  |  |                          |
|--|--|--------------------------|
| <ul style="list-style-type: none"> <li>• Data protection (including information sharing policies)</li> </ul> | Hard copy: available upon request - please contact school  |                          |
| Charging regimes and policies.   | Website:<br><a href="http://www.greenhead.northhumberland.sch.uk/website">http://www.greenhead.northhumberland.sch.uk/website</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |

**Class 6 – Lists and Registers**

Currently maintained lists and registers only (this does not include the attendance register).

| Information - item                             | Available from  | Cost                     |
|--|---|--------------------------|
| Curriculum circulars and statutory instruments | Website:<br><a href="http://www.greenhead.northhumberland.sch.uk/website">http://www.greenhead.northhumberland.sch.uk/website</a> | Free<br><br>10p per page |

|  |   |              |
|--|---|--------------|
|  | Hard copy: available upon request - please contact school |              |
| Disclosure logs  | Hard copy: available upon request - please contact school | 10p per page |
| Asset register   | Hard copy: available upon request - please contact school | 10p per page |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy: available upon request - please contact school | 10p per page |

**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

(hard copy or website; some information may only be available by inspection)

| Information - item | Available from | Cost |
|--------------------|----------------|------|
|--------------------|----------------|------|



|  |  |                          |
|--|--|--------------------------|
| Extra-curricular activities  | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |
| Out of school clubs  | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |
| Services for which the school is entitled to recover a fee, together with those fees | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |
| School publications, leaflets, books and newsletters                                 | Website:<br><a href="http://www.greenhead.northumberland.sch.uk/website">http://www.greenhead.northumberland.sch.uk/website</a><br><br>Hard copy: available upon request - please contact school | Free<br><br>10p per page |

### Schedule of Charges

| <b>Type of Charge</b>    | <b>Description</b>   | <b>Basis of Charge</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | 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 <sup>nd</sup> class   |
| <b>Statutory Fee</b>     | Public Authorities may charge where the cost of compliance with a request exceeds the appropriate limit. | In accordance with the relevant legislation<br><a href="https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf">https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf</a> |
| <b>Other</b>             | **   |  |