

Information available from **Park Hill Thorns Federation** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	School Website	
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	School Website	
Head teacher's contact details	Via School Email Address on the School Website	
Who's who in the school	School Website	
Who's who on the governing body / board of governors and selection criteria for appointment	School Website	

Governing body's contact details	School Website	
Instrument of Government / Articles of Association	School Website	
School prospectus	School Website	
School session times and term dates	School Website	
Class 2 – What we spend and how we spend it		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Hard Copy – See Postage	See Postage and printing costs
Current and previous financial year as a minimum		
Annual budget and financial statements	Hard Copy – See Postage	See Postage and printing costs
Capital funding	Hard Copy – See Postage	See Postage and printing costs
Financial Audits reports	Hard Copy – See Postage	See Postage and printing costs
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard Copy – See Postage	See Postage and printing costs
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard Copy – See Postage	See Postage and printing costs
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard Copy – See Postage	See Postage and printing costs
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy – See Postage	See Postage and printing costs

Procurement and contracts we have entered into	Hard Copy – See Postage	See Postage and printing costs
Details of any premiums we receive such as Pupil premium.	School Website	
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	Hard Copy – See Postage	See Postage and printing costs
Current information as a minimum		
Annual Report	Hard Copy – See Postage	See Postage and printing costs
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) - Summary - Full report	School Website	
Exam and assessment results	School Website	
Performance tables	School Website – with links to DfE performance tables	
The school’s future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	School Website	
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	School Website – with links to DfE performance tables	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact	School Website for policies Hard Copies	See Postage and printing costs

Assessment, Equality Impact Assessments etc), as appropriate and relevant		
Class 4 – How we make decisions		
Decision making processes and records of decisions Current and previous three years as a minimum	Hard Copies	See Postage and printing costs
Admissions policy and, where applicable, admission decisions	Website – carried out through Warwickshire Admissions	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard Copy	See Postage and printing costs
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website and Hard Copy	See Postage and printing costs
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website and Hard Copy	See Postage and printing costs
Safeguarding and child protection, including protecting children’s personal data	Website and Hard Copy	See Postage and printing costs
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website and Hard Copy	See Postage and printing costs

Policies and procedures relating to recruitment and human resources	Hard Copy	See Postage and printing costs
Special educational needs	Website and Hard Copy	See Postage and printing costs
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website and Hard Copy	See Postage and printing costs
Pay Policy	Hard copy	See Postage and printing costs
Records management (Information security policies Records retention, destruction and archive policies)	Website and Hard Copy	See Postage and printing costs
Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies	Website and Hard Copy	See Postage and printing costs
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)	Hard copy; some information may only be available by inspection	See Postage and printing costs
Curriculum circulars and statutory instruments	Hard copy; some information may only be available by inspection	See Postage and printing costs

Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy; some information may only be available by inspection	See Postage and printing costs
Asset register and Information Asset register	Hard copy; some information may only be available by inspection	See Postage and printing costs
Any information we are currently legally required to hold in publicly available registers	Hard copy; some information may only be available by inspection	See Postage and printing costs
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Website or hard copy	See Postage and printing costs
Current information only		
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which we are entitled to recover a fee, together with those fees	Website	
Requests for paper copies of information	Contact the school links on the website	
Our publications, leaflets, books and newsletters	Website or hard copy	See Postage and printing costs
Additional Information		

Any information that is not itemised in the lists above		
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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 @ 2p per sheet (black & white)	Actual cost *
	Photocopying @ 2.5p 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)

* the actual cost incurred