

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

Information to be published	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>		<p>See Schedule of Charges P8</p>
Who's who in the school	Information for Parents Booklet Hard copy or website	
Who's who on the governing body and the basis of their appointment	Governing Body membership Hard copy	
Instrument of Government	Hard copy	
Contact details for the Head teacher and for the governing body	Information for Parents Booklet Hard copy or website	
School prospectus	Information for Parents Booklet Hard copy or website	
Staffing structure	Hard copy	
School session times and term dates	Information for Parents Booklet Hard copy or website	

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<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual budget plan and financial statements</p>	<p>Available to view only</p>	
<p>Capital funding</p>	<p>Available to view only</p>	
<p>Additional funding</p>	<p>Available to view only</p>	
<p>Procurement and projects</p>	<p>Available to view only</p>	
<p>Pay policy</p>	<p>Hard copy</p>	
<p>Staffing and grading structure</p>	<p>Hard copy</p>	
<p>Governors' allowances</p>	<p>Policy Document Hard copy</p>	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
Latest OfSTEd Report	Hard copy and website	
School Development Plan	Hard copy and website	
Appraisal policy	Hard copy	
<ul style="list-style-type: none"> • Safeguarding • Child Protection • Inclusion • Behaviour and Discipline • Bullying Prevention • Homework • Collective Worship 	Hard copy and website	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Hard copy and Middlesbrough Council website</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard copy</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy</p>	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Cover Supervision Policy • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies • Disability Equality Scheme • Recruitment and Retention 	Hard copy	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data Protection Policy • Model Publication Scheme • Information Guide • Definition Document 	Hard copy and website	
<p>Charging regimes and policies.</p> <ul style="list-style-type: none"> • Charging and Remissions Policy 	Hard copy	

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Available to view only</p>	
<p>Asset register</p>	<p>Available to view only</p>	
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Available to view only</p>	

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<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> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Hard copy</p>	
<p>Out of school clubs</p>	<p>Hard copy</p>	
<p>Newsletters</p>	<p>Hard copy and website</p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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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/printing @ 2p per sheet (black & white)	*Actual cost 0.5p per sheet
	Postage 61p	*Actual cost of Royal Mail standard 2 nd class 61p
Statutory Fee	nil	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority