



## Thorpe Acre Infant School: the Publication Scheme - Schedule

This is a list of information we hold. Not all will be released as part of a FoI request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained	Charge
<b>Information, structure, locations and contacts</b>		
Current information only		
Who's who in Thorpe Acre Infant School	Website	No charge
Governing Body – names and contact details of the governors and the basis of their appointment	Website	No charge
Instrument of Government	DfE website	No charge
Staffing structure	Website	No charge
School session times, term dates and holidays	Website	No charge
Location & Contact information – address, telephone numbers & website	Website	No charge
Contact details for the Headteacher and the Governing Body	Website	No charge

Information available	How the information can be obtained	Charge
<b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> (Minimum of current and the previous two years financial year)		
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to the Headteacher	No charge
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to the Headteacher	No charge
Pay Policy – statement on general procedures	Hard copy / Staff Portal	Schedule of charges
Staff grading and structure	Hard copy / Staff Portal	Schedule of charges
Governors' allowances – details if allowances/expenses that can be claimed/incurred	Hard copy	Schedule of charges

Information available	How the information can be obtained	Charge
<b>Strategies and plans, performance indicators, audits, inspections and reviews</b> Current information as a minimum		
School Profile - Government supplied data  Latest OFSTED report – summary and full report  Examination results	DfE website  <a href="#">Ofsted website</a> School website  School website	Schedule of charges   No charge No charge
Performance Management policy and procedures	Hard copy	Schedule of charges
Future plans	Hard copy	No charge
Safeguarding policies and procedures	Hard copy & school website	Schedule of charges

Information available	How the information can be obtained	Charge
<b>Decision making processes and records of decisions</b> Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	Individual school websites	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy	Schedule of charges No charge

Information available	How the information can be obtained	Charge
<b>Current written protocols, policies and procedures for delivery our services and responsibilities</b> Current information as a minimum		
<b>Policies including:</b> Charging and remission policy Health & Safety Complaints procedure Staff, discipline, grievance, pay and conduct Equal Opportunities policies – including equality & diversities Staff Recruitment & Selection policies Child Protection Policy	Hard copy and/or School website and/or Staff portal	No charge

<p><b>Pupil and curriculum policies including:</b></p> <p>Home School Agreement  Curriculum Policies  PHSE &amp; RSE Policy  Special Needs Educational Policy/Information Report  Accessibility Plan</p>	<p>Hard copy and/or  School website</p>	<p>No charge</p>
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Information available	How the information can be obtained	Charge
<p><b>Procedures and Policies</b>  Current information as a minimum</p>		
<p><b>Pupil and curriculum policies including:</b> (cont'd)</p> <p>Equality Policy  Behaviour Policy</p>	<p>Hard copy and/or  School website</p>	<p>No charge</p>
<p><b>Records Management and Personal Data Policies:</b></p> <p>Records Management policy  Privacy Notices  Data Protection Policy</p>	<p>Hard copy and/or  School website</p>	<p>No charge</p>
<p><b>Charging Regimes and policies:</b> includes details of any statutory charging regimes – charges made for information routinely published. Clearly stating what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Hard copy</p>	<p>No charge</p>

Information available	How the information can be obtained	Charge
Lists and Registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure Logs	In school	Schedule of charges
Asset Register	In school	Schedule of charges
Any information the school are currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
Information services Currently information only		
Extra-curricular activities Out of School Clubs	school website	No charge
School publications	school website	No charge
Services for which the school is entitled to recover a fee, together with those fees	school website	No charge
Leaflets, booklets and newsletters	school website	No charge