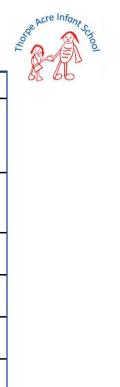


Thorpe Acre Infant School: the Publication Scheme - Schedule

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

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts		
Current informa	ation 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
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audi (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
	dicators, audits, inspections and reviews on as a minimum	
School Profile - Government supplied data	DfE website	Schedule of charges
Latest OFSTED report – summary and full report	Ofsted website School website	
Examination results	School website	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
Decision making processes Current and previous three		
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	
Current written protocols, policies and procedures for delivery our services and responsibilities			
Current info	rmation as a minimum		
Policies including:	Hard copy and/or	No	
Charging and remission policy	School website and/or	charge	
Health & Safety	Staff portal		
Complaints procedure			
Staff, discipline, grievance, pay and conduct			
Equal Opportunities policies – including equality &			
diversities			
Staff Recruitment & Selection policies			
Child Protection Policy			



Pupil and curriculum policies including:	Hard copy and/or	No charge
Home School Agreement	School website	
Curriculum Policies		
PHSE & RSE Policy		
Special Needs Educational Policy/Information Report		
Accessibility Plan		

Information available	How the information can be obtained	Charge
Procedures and	Policies	
Current information as	s a minimum	
Pupil and curriculum policies including: (cont'd) Equality Policy Behaviour Policy	Hard copy and/or School website	No charge
Records Management and Personal Data Policies: Records Management policy Privacy Notices	Hard copy and/or School website	No charge
Data Protection Policy		
Charging Regimes and policies: 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.	Hard copy	No charge



Information available	How the information can be obtained	Charge
Lists and Regis	ters 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 se Currently inform		
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