

Publication Scheme – April 2018

Information	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who in the school	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
Who's who on the governing body and the basis of their appointment	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
Instrument of Government	Hard copy from the Clerk to the Governors, via the school office, available on request.	3.5p per sheet + discretionary admin costs
Contact details for the Head teacher and for the governing body, via the school	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
School prospectus	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
Staffing structure	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs

School session times and term dates	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
Address of school and contact details, including email address	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
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		
Annual budget plan and financial statements	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
Capital funding	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
Financial audit reports	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
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).	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs

Pay policy	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
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.	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
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.	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website and/or hard copy from the school office available on request</p>	<p>Free or 3.5p per sheet + discretionary admin costs</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy from the school office available on request</p>	<p>3.5p per sheet + discretionary admin costs</p>
<p>Performance data or a direct link to it</p>	<p>Website or hard copy from the school office available on request</p>	<p>Free or 3.5p per sheet + discretionary admin costs</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Hard copy from the school office available on request</p>	<p>3.5p per sheet + discretionary admin costs</p>
<p>Safeguarding and child protection</p>	<p>Website and hard copy from the school office available on request</p>	<p>Free or 3.5p per sheet + discretionary admin costs</p>

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
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).	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.

Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention, destruction and archive policies• Data protection (including information sharing policies)	Website and/or hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
Charging regimes and policies	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs

Class 6 – Lists and Registers

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

Curriculum circulars and statutory instruments	Hard copy from the school office available on request	3.5p per sheet + discretionary admin costs
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	

Class 7 – The services we offer

Current information only

Extra-curricular activities	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
Out of school clubs	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
Services for which the school is entitled to recover a fee, together with those fees	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs
School publications, leaflets, books and newsletters	Website or Hard copy from the school office available on request	Free or 3.5p per sheet + discretionary admin costs

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.35p per A4 sheet (black & white)	Actual cost*
	Photocopying/printing @ 3.5p per A4 sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

* *the actual cost incurred by the public authority*

The general charge for photocopying, printing and faxing or emailing information as an attachment is 3.5p per sheet (colour) or 0.35p per sheet (black and white).

Postage charges will be at the appropriate rate.

For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information. In most cases the cost will be under £450 and we will charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- Summarising the information
- Putting the information onto other media
- Translating the information into a different language

We will not normally charge for providing information in an alternative format where this is requested on the grounds of disability.

HOW TO REQUEST INFORMATION

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirer's name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within 20 working days. Working days refer to term time only as contained in Statutory Instrument 3364.

Contact details are set out below or you can visit our website at www.eversley.essex.sch.uk

Email: admin@eversley.essex.sch.uk

Address: Eversley Primary School
Crest Avenue
Pitsea
Basildon
Essex
SS13 2EF

To help us process your request quickly, please clearly mark any correspondence: PUBLICATON SCHEME REQUEST

Next review date: April 2019