



Guide to Information available from Wigginton Primary School under the Model Publication Scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	All requests for hard copies are to be made to the school office	Anything accessed from the website is free of charge
Who's who in the school	Year book/website	1 free copy per pupil Cost of p/copy
Who's who on the governing body / board of governors and the basis of their appointment	Hard copy and website	1 free copy per pupil Cost of p/copy
Instrument of Government / Articles of Association	Hard copy	1 free copy per pupil Cost of p/copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Yearbook /website	1 free copy per pupil Cost of p/copy
School prospectus	Hard copy/ website	1 free copy per pupil Cost of p/copy
Annual Report (if any)	N/A	N/A
Staffing structure	Year Book /website	1 free copy per pupil Cost of p/copy
School session times and term dates	Year Book/hard copy/ website	1 free copy per pupil Cost of p/copy
Address of school and contact details, including email address.	Hard copy /website	1 free copy per pupil Cost of p/copy
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	All requests for hard copies are to be made to the school office	
Annual budget plan and financial statements	Hard copy	1 free copy per pupil



		Cost of p/copy
Capital funding	Hard copy	1 free copy per pupil Cost of p/copy
Financial audit reports	Hard copy	1 free copy per pupil Cost of p/copy
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	1 free copy per pupil Cost of p/copy
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	1 free copy per pupil Cost of p/copy
Pay policy	Hard copy	1 free copy per pupil Cost of p/copy
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.	N/A	N/A
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	1 free copy per pupil Cost of p/copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	1 free copy per pupil Cost of p/copy
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	All requests for hard copies are to be made to the school office	
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or a direct link to the data • The latest Ofsted Summary and Full Report • Post-inspection action plan 	N/A Hard copy / website Hard copy / website Hard copy / website	N/A 1 free copy per pupil Cost of p/copy
Performance management policy and procedures adopted by the governing body.	Hard copy	1 free copy per pupil Cost of p/copy
Performance data or a direct link to it	Website	1 free copy per pupil Cost of p/copy



The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy	1 free copy per pupil Cost of p/copy
Safeguarding and child protection	Hard copy / website	1 free copy per pupil Cost of p/copy
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	All requests for hard copies are to be made to the school office	
Admissions policy/decisions (not individual admission decisions) - where applicable	Hard copy/website	1 free copy per pupil Cost of p/copy
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	1 free copy per pupil Cost of p/copy
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.	All requests for hard copies are to be made to the school office	
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) 	Hard copy/ website Hard copy Hard copy/website	1 free copy per pupil Cost of p/copy
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Hard copy/website	1 free copy per pupil Cost of p/copy
Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	All requests for hard copies are to be made to the school office; some	



	information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	1 free copy per pupil Cost of p/copy
Disclosure logs	Hard copy	1 free copy per pupil Cost of p/copy
Asset register	Hard copy	1 free copy per pupil Cost of p/copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy	1 free copy per pupil Cost of p/copy
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	All requests for hard copies are to be made to the school office	
Extra-curricular activities	Hard copy /website	1 free copy per pupil Cost of p/copy
Out of school clubs	Hard copy	1 free copy per pupil Cost of p/copy
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	1 free copy per pupil Cost of p/copy
School publications, leaflets, books and newsletters	Hard copy/website	1 free copy per pupil Cost of p/copy
Additional Information		



Description of charges.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.0026p per sheet (black & white)	Actual cost 0.0026p
	Photocopying/printing @ 0.2950p per sheet (colour)	Actual cost 0.2950p
	Postage	Actual cost of Royal Mail standard 2 nd class

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