



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

| Information to be published.                                                                                                                                                                                                          | How the information can be obtained                              | Cost                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br>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<br>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<br>Cost of p/copy              |
| Instrument of Government / Articles of Association                                                                                                                                                                                    | Hard copy                                                        | 1 free copy per pupil<br>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<br>Cost of p/copy              |
| School prospectus                                                                                                                                                                                                                     | Hard copy/ website                                               | 1 free copy per pupil<br>Cost of p/copy              |
| Annual Report (if any)                                                                                                                                                                                                                | N/A                                                              | N/A                                                  |
| Staffing structure                                                                                                                                                                                                                    | Year Book /website                                               | 1 free copy per pupil<br>Cost of p/copy              |
| School session times and term dates                                                                                                                                                                                                   | Year Book/hard copy/ website                                     | 1 free copy per pupil<br>Cost of p/copy              |
| Address of school and contact details, including email address.                                                                                                                                                                       | Hard copy /website                                               | 1 free copy per pupil<br>Cost of p/copy              |
| <b>Class 2 - What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>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<br>Cost of p/copy            |
| Financial audit reports                                                                                                                                                                                                                                      | Hard copy                                                                    | 1 free copy per pupil<br>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<br>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<br>Cost of p/copy            |
| Pay policy                                                                                                                                                                                                                                                   | Hard copy                                                                    | 1 free copy per pupil<br>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<br>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<br>Cost of p/copy            |
| <b>Class 3 - What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current information as a minimum                                                                         | All requests for hard copies are to be made to the school office             |                                                    |
| School profile (if any)<br>And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English or a direct link to the data</li> <li>The latest Ofsted Summary and Full Report</li> <li>Post-inspection action plan</li> </ul> | N/A<br><br>Hard copy / website<br>Hard copy / website<br>Hard copy / website | N/A<br><br>1 free copy per pupil<br>Cost of p/copy |
| Performance management policy and procedures adopted by the governing body.                                                                                                                                                                                  | Hard copy                                                                    | 1 free copy per pupil<br>Cost of p/copy            |
| Performance data or a direct link to it                                                                                                                                                                                                                      | Website                                                                      | 1 free copy per pupil<br>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<br>Cost of p/copy |
| Safeguarding and child protection                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Hard copy / website                                                    | 1 free copy per pupil<br>Cost of p/copy |
| <b>Class 4 - How we make decisions</b><br>(Decision making processes and records of decisions)<br>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<br>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<br>Cost of p/copy |
| <b>Class 5 - Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only.<br>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"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>                                                                                                                                                                                                                          | Hard copy/ website<br>Hard copy<br>Hard copy/website                   | 1 free copy per pupil<br>Cost of p/copy |
| Charging regimes and policies.<br><br>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.<br>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<br>Cost of p/copy |
| <b>Class 6 - Lists and Registers</b><br>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<br>Cost of p/copy |
| Disclosure logs                                                                                                                                                                                      | Hard copy                                                        | 1 free copy per pupil<br>Cost of p/copy |
| Asset register                                                                                                                                                                                       | Hard copy                                                        | 1 free copy per pupil<br>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<br>Cost of p/copy |
| <b>Class 7 - The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>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<br>Cost of p/copy |
| Out of school clubs                                                                                                                                                                                  | Hard copy                                                        | 1 free copy per pupil<br>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<br>Cost of p/copy |
| School publications, leaflets, books and newsletters                                                                                                                                                 | Hard copy/website                                                | 1 free copy per pupil<br>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 <sup>nd</sup> class |

June 2021