

Information available from Perran-ar-Worthal CP School under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do (organisational information, structures and contracts; current information only)		
Contact details for the school, postal and email address. Named contacts with telephone number and email address.	Website Hard copy: available on request – contact the school	Free 5p per page
Head teacher's contact details	Website Hard copy: available on request – contact the school	Free 5p per page
Who's who in the school	Website Hard copy: available on request – contact the school	Free 5p per page
Staffing Structure	Website Hard copy: available on request – contact the school	Free 5p per page
Who's who on the governing body / board of governors and selection criteria for appointment	Website Hard copy: available on request – contact the school	Free 5p per page
Governing body's contact details	Website Hard copy: available on request – contact the school	Free 5p per page
Instrument of Government / Articles of Association	Website Hard copy: available on request – contact the school	Free 5p per page
School session times and term dates	Website Hard copy: available on request – contact the school	Free 5p per page
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 financial year, as a minimum)		
Annual budget and financial statements	Hard copy: available on request – contact the school	5p per page
Capital funding	Hard copy: available on request – contact the school	5p per page
Financial Audits reports	Hard copy: available on request – contact the school	5p per page
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: available on request – contact the school	5p per page
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available on request – contact the school	5p per page

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available on request – contact the school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available on request – contact the school	5p per page
Procurement and contracts we have entered into	Hard copy: available on request – contact the school	5p per page
Details of any premiums we receive such as Pupil premium.	Website Hard copy: available on request – contact the school	Free 5p per page
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)		
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website Hard copy: available on request – contact the school	Free 5p per page
Assessment results	Website Hard copy: available on request – contact the school	Free 5p per page
Performance tables	Website Hard copy: available on request – contact the school	Free 5p per page
The school's future plans. eg. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy: available on request – contact the school	5p per page
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy: available on request – contact the school	5p per page
Class 4 – How we make decisions (decision making processes and records of decisions; current and previous three years as a minimum)		
Admissions policy and, where applicable, admission decisions	Website Hard copy: available on request – contact the school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: available on request – contact the school	5p per page
Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities; current information only)		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website Hard copy: available on request – contact the school	Free 5p per page
Safeguarding and child protection, including protecting children's personal data	Website Hard copy: available on request – contact the school	Free 5p per page
Equality and Diversity	Website Hard copy: available on request – contact the school	Free 5p per page
Policies and procedures relating to recruitment and human resources	Website Hard copy: available on request – contact the school	Free 5p per page
Special educational needs	Website Hard copy: available on request – contact the school	Free 5p per page

Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website Hard copy: available on request – contact the school	Free 5p per page
Pay Policy	Website Hard copy: available on request – contact the school	Free 5p per page
Records management (Information security policies) Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website Hard copy: available on request – contact the school	Free 5p per page
Charging regimes and policies	Website Hard copy: available on request – contact the school	Free 5p per page
Class 6 – Lists and Registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website Hard copy: available on request – contact the school	Free 5p per page
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy: available on request – contact the school	5p per page
Asset register and Information Asset register	Hard copy: available on request – contact the school	5p per page
Any information we are currently legally required to hold in publicly available registers	Hard copy: available on request – contact the school	5p per page
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and business; current information only)		
Extra-curricular activities	Website Hard copy: available on request – contact the school	Free 5p per page
Out of school clubs	Website Hard copy: available on request – contact the school	Free 5p per page
Services for which we are entitled to recover a fee, together with those fees	Website Hard copy: available on request – contact the school	Free 5p per page
Requests for paper copies of information	Website Hard copy: available on request – contact the school	Free 5p per page
Our publications, leaflets, books and newsletters	Website Hard copy: available on request – contact the school	Free 5p per page
Additional Information		
Any information that is not itemised in the lists above	Hard copy: available on request – contact the school	5p per page

Schedule of charges (this describes how the charges have been arrived at and should be published as part of the guide)			
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *	5p per page
	Photocopying @ ..p per sheet (colour)	Actual cost *	Not available

	Postage	Actual cost of Royal Mail standard 2 nd class	66p
Statutory Fee	In accordance with the relevant legislation		Not applicable

Documents can be emailed if requested. Any costs incurred, e.g. staff time, will be applied when relevant and costed on an individual basis.