Information available from **Walverden Primary 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 Information about us; our structures, locations and contacts Current information only	Website - https://www.walverdenprimaryschool.uk/ Hard copy: available upon request - contact school	Free 10p a copy
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website - https://www.walverdenprimaryschool.uk/ Hard copy: available upon request - contact school	Free 10p a copy
Head teacher's contact details	Website - https://www.walverdenprimaryschool.uk/ Hard copy: available upon request - contact school	Free 10p a copy
Who's who in the school	Website - https://www.walverdenprimaryschool.uk/whos-who/ Hard copy: available upon request - contact school	Free 10p a copy

Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website - https://www.walverdenprimaryschool.uk/meet-the-governors/ Hard copy: available upon request - contact school	Free 10p a copy
Instrument of Government / Articles of Association		10p a copy
School prospectus	Available upon request.	Free
School session times and term dates	Website- https://www.walverdenprimaryschool.uk/useful-information/ Hard copy: available upon request - contact school	Free 10p a copy
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Hard copy: available upon request - contact school	10p a copy
Annual budget and financial statements	Hard copy: available upon request - contact school	10p a copy
Capital funding	Hard copy: available upon request - contact school	10p a copy

Financial Audits reports	Hard copy: available upon request - contact school	10p a copy
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: available upon request - contact school	10p a copy
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 upon request - contact school	10p a copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available upon request - contact school	10p a copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available upon request - contact school	10p a copy
Procurement and contracts we have entered into	Hard copy: available upon request - contact school	10p a copy
Details of any premiums we receive such as Pupil premium.	Hard copy: available upon request - contact school	10p a copy
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators,	Hard copy: available upon request - contact school	10p a copy

audits, inspections and reviews Current information as a minimum		
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website https://www.walverdenprimaryschool.uk/topic/ofsted Hard copy: available upon request - contact school	Free 10p a copy
Exam and assessment results	Website - https://www.walverdenprimaryschool.uk/assessment-results/ Hard copy: available upon request - contact school	Free 10p a copy
Performance tables	Website https://www.walverdenprimaryschool.uk/school-and-college-performance-tables/	Free
The school's future plans. E.g. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy: available upon request - contact school	10p a copy
School profile and performance data supplied to the English Government	Website - https://www.walverdenprimaryschool.uk/school-and-college-performance-tables/	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact	Available on request	10p a copy

Assessment, Equality Impact Assessments etc), as appropriate and relevant		
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	Hard copy: available upon request - contact school	10p a copy
Admissions policy and, where applicable, admission decisions *(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)*	Website - https://www.walverdenprimaryschool.uk/admissions/ Hard copy: available upon request - contact school	Free 10p a copy
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Website- https://www.walverdenprimaryschool.uk/minutes-of-the-meetings/ Hard copy: available upon request - contact school	Free 10p a copy
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website- https://www.walverdenprimaryschool.uk/policies/ Hard copy: available upon request - contact school	Free 10p per page per copy
School policies and other documents, such as	Website - https://www.walverdenprimaryschool.uk/policies/	Free

behaviour policy, anti-bullying policy, ESafety, values and ethos etc.	Hard copy: available upon request - contact school	10p per copy
Safeguarding and child protection, including protecting children's personal data	Website - https://www.walverdenprimaryschool.uk/safeguarding/ Hard copy: available upon request - contact school	Free 10p per copy
Policies and procedures relating to recruitment and human resources	Hard copy: available upon request - contact school	10p per copy
Special educational needs	Website - https://www.walverdenprimaryschool.uk/sendlocal-offer/ Hard copy: available upon request - contact school	Free 10p a copy
Customer service and Complaints policies and procedures	See Complaints Policy on the website	Free
Pay Policy	Available on request	10p a copy
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	See Data Protection Policy on the school website https://www.walverdenprimaryschool.uk/data-protection-policies/ Hard copy available from school	Free 10p a copy
Charging regimes and policies	Website - https://www.walverdenprimaryschool.uk/charging-and-remissions-policy/	Free 10p a copy

	Hard copy: available upon request - contact school	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	10p a copy
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy: available upon request - contact school	10p a copy
Disclosure logs, ie information provided in response to FOIA/EIR requests	Available by inspection	
Asset register and Information Asset register	Available by inspection	
Any information we are currently legally required to hold in publicly available registers	Available by inspection	
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Hard copy or website; some information may only be available by inspection.	Free 10p a copy
Extra-curricular activities	See the school newsletter Website	Website
Out of school clubs	Website - https://www.walverdenprimaryschool.uk/clubs/	Free

	Hard copy: available upon request - contact school	10p a copy
Services for which we are entitled to recover a fee, together with those fees	See Lettings and Charging Policy	10p a copy
Requests for paper copies of information	Hard copy: available upon request - contact school	10p a copy
Our publications, leaflets, books and newsletters	Website - https://www.walverdenprimaryschool.uk/ Hard copy: available upon request - contact school	10p a copy
Additional Information Any information that is not itemised in the lists above		

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 12p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Other		

* the actual cost incurred