



Information available from Pickering Community Infant & Nursery School under the model publication scheme

This 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		
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	School website or upon request	
Head teacher's contact details	School website or upon request	
Who's who in the school	School website or upon request	
Governing body's contact details	Upon request	
Instrument of Government / Articles of Association	By inspection	

School prospectus	School website or school brochure	
School session times and term dates	School website or upon request	
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>		
Annual budget and financial statements	Upon request	
Capital funding	Upon request	
Financial Audits reports	Upon request	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Upon request	
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Upon request	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Upon request	
Governors' allowances that can be incurred or claimed, and a	Upon request	

record of total payments made to individual governors		
Procurement and contracts we have entered into	Upon request	
Details of any premiums we receive such as Pupil premium.	School website or upon request	
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		
Annual Report	School website	
Latest reports from Ofsted - Summary - Full report - Post-inspection action plan	School website or upon request	
Exam and assessment results	School website	
Performance tables	School website	
Careers programme information	Upon request	
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Upon request	
School profile and performance data supplied to the English Government (or a direct link to the data)	School website	
	Upon request	

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		
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 (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	School website or upon request	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	By inspection	
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.	School website or upon request	
Safeguarding and child protection, including protecting children's personal data	School website or upon request	
Equality and Diversity	School website or upon request	
Policies and procedures relating to recruitment and human resources	School website or upon request	
Special educational needs	School website or upon request	
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School website or upon request	
Pay Policy	Upon request	
Records management (Information security policies Records retention, destruction and archive policies)	Upon request	
Data protection (including information sharing and CCTV usage policies)	School website or upon request	
Charging regimes and policies	School website or upon request	

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	By inspection	
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Not applicable	
Disclosure logs, ie information provided in response to FOIA/EIR requests	By inspection	
Asset register and Information Asset register	By inspection	
Any information we are currently legally required to hold in publicly available registers	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 Current information only		
Extra-curricular activities	School website	

Out of school clubs	School website	
Services for which we are entitled to recover a fee, together with those fees	School website	
Requests for paper copies of information	Upon request	
Our publications, leaflets, books and newsletters	School website or upon request	
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/printing B/W – Single sided 1-99 copies @ 8p/sht 100+ copies @ 6p/sht B/W – Double sided 1-99 copies @ 12p/sht 100+ copies @ 10p/sht	Actual cost *
	Photocopying/printing Colour – Single sided 1-99 copies @ 40p/sht 100+ copies @ 30p/sht Colour – Double sided 1-99 copies @ 60p/sht 100+ copies @ 50p/sht	Actual cost *

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred