

Guide to information available from **Ralph Butterfield Primary School** under the model publication scheme

Information to be published <i>This includes datasets where applicable</i>	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>		
Who's who in the school	Website <i>(our school/key info/school staff)</i>	FREE
Who's who on the governing body / board of governors and the basis of their appointment	Website <i>(our school/key info/governing body)</i>	FREE
Instrument of Government / Articles of Association	Hard Copy	10p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website <i>(our school / contact us)</i>	FREE
School prospectus (if any)	Website <i>(our school/key info/school prospectus)</i> Hard Copy	FREE
Annual Report (if any)	N/A	
Staffing structure	Available upon request	10p/sheet
School session times and term dates	Website <i>(our school/key information/term dates)</i>	FREE
Address of school and contact details, including email address.	Website <i>(our school/contact us)</i>	FREE

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) <i>Current and previous financial year as a minimum</i>		
Annual budget plan and financial statements	Available upon request (hard copy) Financial information available on website (<i>our school/ key information/DFE school tables – workforce and finance sections</i>)	10p/sheet
Capital funding	Available upon request (hard copy) Financial information available on website (<i>our school/ key information/DFE school tables – workforce and finance sections</i>)	10p/sheet
Financial audit reports	Inspection only	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Inspection only	
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).	Inspection only	
Pay policy	Inspection only	
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.	Inspection only	

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.	Inspection only	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Inspection only	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post inspection action plan 	<p>N/A</p> <p>Website (our school/key information/key stage assessments)</p> <p>Website (our school/key information/OFSTED reports)</p> <p>Superseded by consecutive SDPs since 2012</p>	<p>FREE</p> <p>FREE</p>
Performance management policy and procedures adopted by the governing body.	Available upon request	10p/sheet
Performance data or a direct link to it	Website	FREE

	<i>(our school/key information/DFE school tables)</i>	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	(SDP) Available upon request (Governors' minutes) Available upon request	10p/sheet 10p/sheet
Safeguarding and child protection	Website <i>(our school/safeguarding & wellbeing)</i>	FREE
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website <i>(our school/key information/admissions)</i>	FREE
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).	Inspection only	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</i>		
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) 	Available upon request <i>(data protection covered in Information policy available on request)</i>	10p/sheet

Charging regimes and policies. <i>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").</i>	Available upon request	10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (<i>this does not include the attendance register</i>).		
Curriculum circulars and statutory instruments	Inspection only (Discussed in FGB meetings)	
Disclosure logs	Available upon request	10p/sheet
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	
Class 7 – The services we offer <i>Current information only</i> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website (our school/extra curriculum provision)	FREE
Out of school clubs	Website (RB Kids club)	FREE

School publications, leaflets, books and newsletters	Website <i>(latest RB info)</i> Hard Copy <i>(foyer)</i>	FREE
Additional Information <i>This will provide schools with the opportunity to publish information that is not itemised in the lists above</i>		

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost *
	Postage: 58p	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

** the actual cost incurred by the public authority*