

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

Last updated March 2023

Review March 2024

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

<b>Class 2 – What we spend and how we spend it</b> (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)	10p/sheet
Capital funding	Available upon request (hard copy)	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) *Current information as a minimum*

And in all cases:		
<ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> </ul>	<a href="#">Website</a> (About us/Results and reports)	FREE
<ul style="list-style-type: none"> <li>The latest Ofsted / Estyn / Education and Training Inspectorate report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<a href="#">Website</a> (About us/Results and reports/OFSTED Inspection Reports)	FREE
Performance management policy and procedures adopted by the governing body.	Available upon request	10p/sheet
Performance data or a direct link to it	<a href="#">Website</a> (About us/Results and reports/Pupil Results)	FREE
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	<a href="#">Website</a> (About us/Key information/Safeguarding)	FREE

## Class 4 – How we make decisions

(Decision making processes and records of decisions) *Current and previous three years as a minimum*

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Admissions policy/decisions (not individual admission decisions) – where applicable	Website <i>(About us/Key Information/Policies)</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	
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only.</i>  <i>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></p>		
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>	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.</i> <i>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
<p><b>Class 6 – Lists and Registers</b>            Currently maintained lists and registers only <i>(this does not include the attendance register).</i></p>		
Curriculum circulars and statutory instruments	Inspection only	

	<i>(Discussed in FGB meetings)</i>	
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	
<b>Class 7 – The services we offer</b> <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 <i>(Parents and Carers Extra Curricular Activities)</i>	FREE
Out of school clubs	Website <i>(Community/Kids Club)</i>	FREE
School publications, leaflets, books and newsletters	Website <i>(Parents and Carers/Newsletters)</i>	FREE

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost *
	Postage: 75p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

*\* the actual cost incurred by the public authority*