



Summercroft Primary School Publication Scheme

| Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”. | How the information can be obtained | Cost |
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| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | (hard copy and/or website) | |
| Who’s who in the school | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Who’s who on the governing body and the basis of their appointment | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Instrument of Government / Articles of Association | Hard copy: Contact School Office | See Schedule of Charges |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| School prospectus (if available as no longer required) | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Annual Report | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Staffing structure | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| School session times and term dates | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Address of school and contact details, including email address. | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |

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| 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 previous financial year as a minimum | (hard copy and/or website) | |
| Annual budget plan and financial statements | Hard copy: Contact School Office | See Schedule of Charges |
| Capital funding | Hard copy: Contact School Office | See Schedule of Charges |
| Financial audit reports | Hard copy: Contact School Office | See Schedule of Charges |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Hard copy: Contact School Office | See Schedule of Charges |
| 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). | Hard copy: Contact School Office | See Schedule of Charges |
| Pay policy | Hard copy: Contact School Office | See Schedule of Charges |
| 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. | Hard copy: Contact School Office | See Schedule of Charges |
| 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. | Hard copy: Contact School Office | See Schedule of Charges |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Hard copy: Contact School Office | See Schedule of Charges |
| Class 3 – What our priorities are and how we are doing | (hard copy or website) | |

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| (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum | | |
| School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Performance management policy and procedures adopted by the governing body. | Hard copy: Contact School Office | See Schedule of Charges |
| Performance data or a direct link to it | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Hard copy: Contact School Office | See Schedule of Charges |
| Safeguarding and child protection | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | (hard copy or website) | See Schedule of Charges |
| Admissions policy/decisions (not individual admission decisions) – where applicable | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| 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). | Hard copy: Contact School Office | See Schedule of Charges |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | (hard copy or website) | |

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| 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 English government. These will include policies and procedures for handling information requests. | | |
| 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) | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Charging regimes and policies. 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"). | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Class 6 – Lists and Registers Currently maintained lists and registers only (does not include the attendance register). | (hard copy or website; some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments | Contact School Office | |
| Disclosure logs | Inspection only – contact office | |
| Asset register | Inspection only – contact office | |
| Any information the school is currently legally required to hold in publicly available registers | Inspection only – contact office | |
| 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 | (hard copy or website; some information may only be available by inspection) | |

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| Extra-curricular activities | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Out of school clubs | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Services for which the school is entitled to recover a fee, together with those fees | Not applicable | |
| School publications, leaflets, books and newsletters | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |
| Statutory Policies | Hard copy: Contact School Office www.summercroft.herts.sch.uk | See Schedule of Charges |

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 @ 30p per sheet (colour) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | Media storage devices | Actual cost * |

* the actual cost incurred by the school