



Information available from **Whitley Lodge First 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 School Prospectus online	None
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website School Prospectus online	None
Head teacher's contact details	Website	None
Who's who in the school	Website	None
Who's who on the governing body / board of governors and selection criteria for appointment	Website	None
Governing body's contact details		
Instrument of Government / Articles of Association	Website	None
School prospectus	Website	None
School session times and term dates	Website	None
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 - on request	None
Annual budget and financial statements	Website	None
Capital funding	NT Council	None

Financial Audits reports	Hard copy, on request	None
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy, on request	None
Staff pay - details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Website	None
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy, on request	None
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Website	None
Procurement and contracts we have entered into	Hard copy, on request	None
Details of any premiums we receive such as Pupil premium.	Website	None
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	Website	None
Annual Report	Not Held	None
Latest reports from regulators (Ofsted) - Full report link	Website	None
Exam and assessment results	Website	None
Performance tables	Website	None
Careers programme information	Not Held	
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Not Held	
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive. (or a direct link to the data)	Website	None
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	Website	None
Class 4 - How we make decisions Decision making processes and records of decisions	Hard copy on request	None

Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions (eg application numbers/patterns of successful applicants, including criteria on which applications were successful)	Website	None
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy on request	None
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website	None
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website	None
Safeguarding and child protection, including protecting children's personal data	Website	None
Equality and Diversity	Website	None
Policies and procedures relating to recruitment and human resources	Not held	
Special educational needs	Website	None
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website	None
Pay Policy	Website	None
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website	None
Charging regimes and policies	Website	None
Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	SCR Hardcopy on request	None
Curriculum circulars and statutory instruments	Website	None
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	Website	None
Asset register and Information Asset register	Hardcopy on request	
Any information we are currently legally required to hold in publicly available registers	Website	None
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	Website	None
Extra-curricular activities	Website	None
Out of school clubs	Website	None
Services for which we are entitled to recover a fee, together with those fees	Website	None
Requests for paper copies of information	Website	None
Our publications, leaflets, books and newsletters	Website	None
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 @ ..p per sheet (black & white)	Actual cost * 0.2p
	Photocopying @ ..p per sheet (colour)	Actual cost 2.1p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant

		legislation (quote the actual statute)
Other		

* the actual cost incurred