Guide to information available from St Vincent's Catholic Primary School under the publication scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	School Website	
Who's who on the governing body / board of governors and the basis of their appointment	School Website	
Instrument of Government / Articles of Association	School Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website	
School prospectus leaflet	School Website Copy available from School Office	
Annual Report	None	
Staffing structure	School Website	
School session times and term dates	School Website	
Address of school and contact details, including email address.	School Website	

Guide to information available from St Vincent's Catholic Primary School under the publication scheme

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		
Annual budget plan and financial statements	Benchmarking link on the school website	
Capital funding	Available on request from the School	
Financial audit reports	Available on request from the School	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on request from the School	
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).	Warrington Borough Council and Archdiocese of Liverpool, further information available on request from the School	
Pay policy	Available on request from the School	
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.	Available on request from the School	
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.	Available on request from the School	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available on request from the School	

Guide to information available from St Vincent's Catholic Primary School under the publication scheme

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		
School profile (if any) And in all cases: • 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 - Summary - Full report • Post-inspection action plan	School Website	
Performance management policy and procedures adopted by the governing body.	Available on request from the School	
Performance data or a direct link to it	School Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Consultation documents on the School Website	
Safeguarding and child protection	School Website	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Warrington Borough Council and School Website	
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).	Available on request from the School	

Guide to information available from St Vincent's Catholic Primary School under the publication scheme

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.*		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	School Website	
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").	School Website	

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	School Website	
Disclosure logs	Available on request from the School	
Asset register	Available on request from the School	
Any information the school is currently legally required to hold in publicly available registers	Available on request from the School if not on the Website	

Guide to information available from St Vincent's Catholic Primary School under the publication scheme

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 the school is entitled to recover a fee, together with those fees	Lettings Policy on the School Website	
School publications, leaflets, books and newsletters	School Website	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.0021p per sheet (black & white) plus paper costs	Actual cost 3p per sheet
	Photocopying/printing @ 0.021p per sheet (colour) plus paper costs	Actual cost 6p per sheet
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		
Other		