

## Athelstan Primary School - Guide to Published Information

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
Who’s who in the school	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
Who’s who on the governing body / board of governors and the basis of their appointment	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
Instrument of Government / Articles of Association	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
Staffing structure	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free

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School session times and term dates	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
Address of school and contact details, including email address.	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
<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)  Current and previous financial year as a minimum	Available on request - contact school	Free
Annual budget plan and financial statements	Available on request - contact school	Free
Capital funding	Available on request - contact school	Free
Financial audit reports	Available on request - contact school	Free
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 - contact school	Free
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).	Available on request - contact school	Free
Pay policy	Available on request - contact school	Free
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 - contact school	Free

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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 - contact school	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available on request - contact school	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	Available on request - contact school	Free
School profile (if any)  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> <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> <li>• Post-inspection action plan</li> </ul>	DfE/OFSTED Website	Free
Performance management policy and procedures adopted by the governing body.	Available on request - contact school	Free
Performance data or a direct link to it	Available on request - contact school	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	Available on request - contact school	Free

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Safeguarding and child protection	Available on request - contact school	Free
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Available on request - contact school	Free
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	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).	Available on request - contact school	Free
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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.</p>	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
<p>Records management and personal data policies, including:</p> <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 on request - contact school	Free

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<p>Charging regimes and policies.</p> <p>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.</p> <p>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").</p>	<p>Hard copy on request - contact school or Website  <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a></p>	Free
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Available on request - contact school</p>	Free
<p>Curriculum circulars and statutory instruments</p>	<p>Available on request - contact school</p>	Free
<p>Disclosure logs</p>	<p>Available on request - contact school</p>	Free
<p>Asset register</p>	<p>Available on request - contact school</p>	Free
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available on request - contact school</p>	Free
<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard copy on request - contact school or Website  <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a></p>	Free
<p>Extra-curricular activities</p>	<p>Hard copy on request - contact school or Website  <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a></p>	Free

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Out of school clubs	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free
School publications, leaflets, books and newsletters	Hard copy on request - contact school or Website <a href="http://www.athelstanprimaryschool.co.uk">www.athelstanprimaryschool.co.uk</a>	Free