

Model publication scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from Monkleigh Primary 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	(hard copy or website)	
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website	Free
Head teacher's contact details	admin@monkleigh-primary.devon.sch.uk	Free
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website clerk@monkleigh-primary.devon.sch.uk	Free
For academies: Trustees' contact details	Not held	
For academies: Trustee who's who	Not held	

Instrument of Government / Articles of Association	Hard copy	20p per sheet
School prospectus	Not held	
School session times and term dates	Website	Free
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 or website)	
Annual budget and financial statements	Hard copy	20p per sheet
For academies: Annual accounts	Not held	
Capital funding	Hard copy	20p per sheet
Financial Audits reports	Hard copy	20p per sheet
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy	20p per sheet
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy	20p per sheet

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy	20p per sheet
For academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Not held	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	20p per sheet
Procurement and contracts we have entered into	Hard copy	20p per sheet
Details of any premiums we receive such as Pupil premium.	Website	Free
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	(hard copy or website)	
Annual Report	Hard copy	20p per sheet
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website	Free

Exam and assessment results	Hard copy	20p per sheet
Performance tables	Link to – on website	Free
Careers programme information	Not held	
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy	20p per sheet
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	Free
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	Hard copy	20p per sheet
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)	
Admissions policy (not individual admission decisions)	Website	Free

Agendas and minutes of meetings of the governing body (no committee structure), unless an exemption applies to the information or parts of it.	Website	Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website Hard copy	Free 20p per sheet
Safeguarding and child protection, including protecting children’s personal data	Website Hard copy	Free 20p per sheet
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website Hard copy	Free 20p per sheet
Policies and procedures relating to recruitment and human resources	Hard copy	20p per sheet
Special educational needs	Free 20p per sheet	Free 20p per sheet
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Free 20p per sheet	Free 20p per sheet

Pay Policy	Hard copy	20p per sheet
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Hard copy	20p per sheet
Charging regimes and policies	Website Hard copy	Free 20p per sheet
(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	Not held	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Not held	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only	

Asset register and Information Asset register	Inspection only	
Any information we are currently legally required to hold in publicly available registers	Inspection only	
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)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which we are entitled to recover a fee, together with those fees	Website	Free
Requests for paper copies of information	Hard copy	20p per sheet
Our publications, leaflets, books and newsletters	Website	Free
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 @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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		

* the actual cost incurred