

Updated June 2019

Publication Scheme for Schools –

<p>Who we are and what we do Information about the School, structure charts, location, contacts etc.</p>	<ul style="list-style-type: none"> • School Prospectus • Governors Annual Report to Parents • School curriculum (outline) • Details of the School Governing Body • School session times • Term dates • Location of School and contact details
<p>What we spend and how we spend it Financial information</p>	<ul style="list-style-type: none"> • Annual budget plan (schools annual income & expenditure) – the information commissioner would expect to see the current and previous two financial years • Capital Funding • Financial audit reports • Contracts (that have gone through a formal tendering process) • Pay policy regarding teachers' pay • Staff allowances & expenses – details of what can be claimed (at the very least should include travel, subsistence & accommodation) • Governors Allowances – details of what can be claimed
<p>School Priorities</p>	<ul style="list-style-type: none"> • Performance data • Latest Estyn Report • Post Estyn Action plan • Any major proposals for the future of the School
<p>Safeguarding & Child Protection</p>	<ul style="list-style-type: none"> • Safeguarding Policy • Detail of any procedures in place to ensure that school exercises its functions in relation to safeguarding
<p>Decision making</p>	<ul style="list-style-type: none"> • Admissions policy & right of appeal • Admission numbers • Minutes of Governing Body & any committees (minutes, agendas and papers considered at the meetings should be available as soon as possible with the exception of information that is considered as confidential)

School Policies (to include as a minimum)	<ul style="list-style-type: none"> • Data Protection Policy • Freedom of Information Policy • Equalities • Staff Recruitment • Charges
Disclosure Logs	<ul style="list-style-type: none"> • This should indicate the information that has been provided in response to Freedom of Information and Environmental Information requests only • Capital asset registers
Additional Services offered by the School	<ul style="list-style-type: none"> • Extra-curricular activities • Out of School Clubs • School Publications including School newsletter • Services for which the School is entitled to recover a fee including details of the fee