

Information available from **North Scarle 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.)		
Contact details and email address (if used). Where possible, named contacts with telephone number and email address	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Contact+Us&pid=12</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Head teacher's contact details	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Contact+Details&pid=20</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Who's who in the school	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Our+Staff+Team&pid=16</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Who's who on the governing body Governing body's contact details	<p>Website: https://www.northscarleprimary.co.uk/page/?title=The+Governing+Body&pid=17</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Instrument of Government / Articles of Association	<p>Website: https://www.northscarleprimary.co.uk/page/?title=The+Governing+Body&pid=17</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
School prospectus	Not held	
School session times and term dates	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Our+School+Day&pid=14 https://www.lincolnshire.gov.uk/school-attendance/school-term-times</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)

Class 3 – What our priorities are and how we are doingStrategies and plans, performance indicators, audits, inspections and reviews
(Current information as a minimum)

Annual Report	Hard copy: available upon request, contact school.	5p per page (hard copy)
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website: https://www.northscarleprimary.co.uk/attachments/download.asp?file=6&type=pdf Hard copy: available upon request, contact school.	Free 5p per page (hard copy)
Exam and assessment results	Website: https://www.northscarleprimary.co.uk/page/?title=School+Performance+Data&pid=35 Hard copy: available upon request, contact school.	Free 5p per page (hard copy)
Performance tables	Website: https://www.gov.uk/school-performance-tables Hard copy: available upon request, contact school.	Free 5p per page (hard copy)
The school's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Not currently under discussion	
School profile and performance data supplied to the English Government	Website: https://www.compare-school-performance.service.gov.uk/school/120385/north-scarle-primary-school Hard copy: available upon request, contact school.	Free 5p per page (hard copy)
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: https://www.northscarleprimary.co.uk/page/?title=Key+Information&pid=8 Hard copy: available upon request, contact school.	Free 5p per page (hard copy)

Class 4 – How we make decisions

Decision making processes and records of decisions. (Current and previous three years as a minimum)

Admissions policy	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Admissions&pid=23</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	<p>Hard copy: available upon request, contact school.</p>	5p per page (hard copy)

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)

School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Key+Information&pid=8</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Safeguarding and child protection, including protecting children's personal data	<p>Website: https://www.northscarleprimary.co.uk/page/?title=SAFEGUARDING+and+Child+Protection&pid=33</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Equality and Diversity	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Equality+and+Diversity&pid=24</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Policies and procedures relating to recruitment and human resources	<p>Hard copy: available upon request, contact school.</p>	5p per page (hard copy)
Special educational needs	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Special+Education+Needs+and+Disabilities&pid=34</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)

Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<p>Website: https://www.northscarleprimary.co.uk/attachments/download.asp?file=58&type=pdf</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Pay Policy	<p>Hard copy: available upon request, contact school.</p>	5p per page (hard copy)
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing)	<p>Hard copy: available upon request, contact school.</p>	5p per page (hard copy)
Charging policies	<p>Website: https://www.northscarleprimary.co.uk/attachments/download.asp?file=13&type=pdf</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)</p>		
Curriculum circulars and statutory instruments	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Curriculum&pid=9</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only – contact school	Free
Asset register and Information Asset register	Inspection only – contact school	Free
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact school	Free

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) (some information may only be available by inspection)		
Extra-curricular activities	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Breakfast+and+After+School+Club&pid=42</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Out of school clubs	<p>Website: https://www.northscarleprimary.co.uk/page/?title=Breakfast+and+After+School+Club&pid=21</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)
Our publications, leaflets, books and newsletters	<p>Website: https://www.northscarleprimary.co.uk/news/?pid=10&nid=1</p> <p>Hard copy: available upon request, contact school.</p>	Free 5p per page (hard copy)

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	Charge
Disbursement cost	Photocopying @ pence per sheet (black & white)	Actual cost *	5p per page
	Photocopying @ pence per sheet (colour)	Actual cost	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class	85p
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)		Not available

* the actual cost incurred by the public authority