

## Freedom of Information Publication Scheme for Schools

### Reckleford Infant School and Nursery

#### Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	Details on our school website.	Free
Instrument of Government	Copy available from the school office.	Free
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	Names of headteacher and governors available on the school website. Governors can be contacted via the school.	Free
School prospectus	On school website or available from the school office.	Free
Staffing structure	Available on school website.	Free
School session times and term dates	Available on School website or in school brochure.	Free
Address of school and contact details, including email address.	Available on school website or in school brochure.	Free

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## Guide to information available from Reckleford Infant School and Nursery under the model publication scheme

### What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Historical data available from the Schools Financial Benchmarking website. Current financial data available via the school office.	Free
Capital funding	Historical data available from the Schools Financial Benchmarking website. Current financial data available via the school office.	Free
Financial audit reports	Available via the school office.	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available via the school office.	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).	Information available via the school office.	Free
Pay policy	Available via the school office.	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 via the school office.	Free
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 via the school office.	Free
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	No payments have been made.	Free

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### What our priorities are and how we are doing

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School profile and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied by the government, or a direct link to the data</li> <li>• The latest Ofsted               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Available on the school and Ofsted websites. (There is a link to our Ofsted Report on our website.	Free
Performance management policy and procedures adopted by the governing body.	Performance Management Procedures are available from the school office.	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	The school is planning to Federate with two other local schools within the next 12 months. Details available from the school.	Free
Safeguarding and child protection policies	Available on school website.	Free

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### How we make decisions

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	Available from the school website and in the school and nursery brochures or through the school office.	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 the school website or via the Clerk in the school office.	Free

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### Our policies and procedures

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School Policies and other documents	Policies available on the school website or from the school office.	Free
Records management and personal data policies, including: <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>	Please see Data Protection and Security Policies available on the school website.	Free
Equality and diversity policies	Equality Policy and targets on school website.	Free
Policies and procedures for the recruitment of staff	Available from the school website or school office	Free
Charging regimes and policies.	See charging and remissions policy on website.	Free

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### Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Available on the school website	Free
Asset register	Available from the school office	10p per page

### The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	No current activities due to Coronavirus	
Out of school clubs	Normally PE club due currently closed due to Coronavirus	Free
Services for which the school is entitled to recover a fee, together with those fees	Nursery fees – see Admissions and Nursery Fees policy on the school website or from the school office.	Current nursery fees stated in the policy.
School publications, leaflets, books and newsletters	Newsletters and publications are available from the school website.	Free

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**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Copy of Asset Register	10p per page as it is A3 coloured.