

Information available from St Stephen's CE 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
<p>Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>www.st-stephens.lancs.sch.uk</p> <p>for many documents or request for specific documents</p>	<p>Free</p> <p>Or 10 p per sheet</p>
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>www.st-stephens.lancs.sch.uk</p>	<p>Free</p>
<p>Head teacher's contact details</p>	<p>www.st-stephens.lancs.sch.uk</p>	<p>Free</p>
<p>Who's who in the school</p>	<p>www.st-stephens.lancs.sch.uk</p>	<p>Free</p>
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p>	<p>www.st-stephens.lancs.sch.uk</p>	<p>Free</p>

Governing body's contact details		
Instrument of Government / Articles of Association	www.st-stephens.lancs.sch.uk	Free
School/academy prospectus	www.st-stephens.lancs.sch.uk	Free
School session times and term dates	www.st-stephens.lancs.sch.uk	Free
<p>What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p per sheet
Annual budget and financial statements	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p per sheet
Capital funding	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p per sheet
Financial Audits reports	Not held	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p 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	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p per sheet

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p per sheet
Procurement and contracts we have entered into	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p per sheet
Details of any premiums we receive such as Pupil premium.	Via LCC Schools' finance, speak to the School Business Manager or Head teacher	10p per sheet
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum	www.st-stephens.lancs.sch.uk	Free
Annual Report	www.st-stephens.lancs.sch.uk	Free
Latest reports from regulators Ofsted	www.st-stephens.lancs.sch.uk	Free
Exam and assessment results	www.st-stephens.lancs.sch.uk	Free
Performance tables	www.st-stephens.lancs.sch.uk	Free

<p>The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.</p>	<p>Speak to School Business Manager or Head teacher</p>	<p>10p per sheet</p>
<p>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)</p>	<p>https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/144939</p>	<p>Free</p>
<p>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</p>	<p>www.st-stephens.lancs.sch.uk</p>	<p>Free</p>
<p>How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	<p>Staff meeting minutes.</p>	<p>10 p per sheet</p>
<p>Admissions policy and, where applicable, admission decisions</p>	<p>www.st-stephens.lancs.sch.uk</p>	<p>Free</p>
<p>Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies</p>	<p>www.st-stephens.lancs.sch.uk We do not provide minutes of meetings</p>	<p>Free</p>

to the information or parts of it.		
<p>Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>www.st-stephens.lancs.sch.uk</p> <p>for specific policies. Other policies and documents provided at cost.</p>	<p>Free</p> <p>Or 10p per sheet</p>
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	www.st-stephens.lancs.sch.uk	Free
Safeguarding and child protection, including protecting children's personal data	www.st-stephens.lancs.sch.uk	Free
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	www.st-stephens.lancs.sch.uk	Free
Policies and procedures relating to recruitment and human resources	www.st-stephens.lancs.sch.uk	Free
Special educational needs	www.st-stephens.lancs.sch.uk	Free
Customer service and Complaints policies and procedures (including those covering handling requests	www.st-stephens.lancs.sch.uk	Free

for information and operating the publication scheme)		
Pay Policy	Request a copy from the School Business Manger	10p per sheet
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	www.st-stephens.lancs.sch.uk	Free
Charging regimes and policies	www.st-stephens.lancs.sch.uk	Free
Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Speak to the School Business Manager or Head teacher	10p per sheet
Curriculum circulars and statutory instruments	Speak to the School Business Manager or Head teacher	10p per sheet
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Speak to the School Business Manager or Head teacher	10p per sheet
Disclosure logs, ie information provided in response to FOIA/EIR requests	Speak to the School Business Manager or Head teacher	10p per sheet

Asset register and Information Asset register	Speak to the School Business Manager or Head teacher	10p per sheet
Any information we are currently legally required to hold in publicly available registers	Speak to the School Business Manager or Head teacher	10p per sheet
The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	www.st-stephens.lancs.sch.uk	Free
Extra-curricular activities	www.st-stephens.lancs.sch.uk	Free
Out of school clubs	www.st-stephens.lancs.sch.uk	Free
Services for which we are entitled to recover a fee, together with those fees	www.st-stephens.lancs.sch.uk	Free
Requests for paper copies of information	Not offered at school	n/a
Our publications, leaflets, books and newsletters	Not offered at school	n/a

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 @ 10p per sheet (black & white)	Actual cost reem of paper is £3.99 for 500 sheets, plus toner, plus admin time of copying