

Published Guide to Information

Information	How the information can be obtained	Cost
Class one: who we are and what we do (organisation information, structures and contacts) (current information only)		
Who's who in the school	Website: St Basil's Catholic Primary School: Staff 2023 - 2024 Hard copy: available upon request – contact school	Free 10p per page
Who's who on the governing body and the basis of their appointment	Website: St Basil's Catholic Primary School: Governance Hard copy: available upon request – contact school	Free 10p per page
Instrument of Government/Articles of Association	Website: St Basil's Catholic Primary School: Governance Hard copy: available upon request – contact school	Free 10p per page
Contact details for the head teacher and for the governing body, via the school (named contacts where possible).	Website: St Basil's Catholic Primary School Hard copy: available upon request – contact school	Free 10p per page
Staffing Structure	Website: St Basil's Catholic Primary School: Governance Hard copy: available upon request – contact school	Free 10p per page
School session times and term dates	Website: St Basil's Catholic Primary School: Our School Day Hard copy: available upon request – contact school	Free 10p per page
Address of school and contact details, including email address	Website: St Basil's Catholic Primary School Hard copy: available upon request – contact school	Free 10p per page
Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)		
Annual budget and financial statements	Hard copy: available upon request – contact school	10p per page
Capital funding	Hard copy: available upon request – contact school	10p per page
Financial audit reports	Hard copy: available upon request – contact school	10p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available upon request – contact school	10p per page
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 (e.g. a local authority or diocese)	Hard copy: available upon request – contact school	10p per page
Pay policy	Hard copy: available upon request – contact school	10p per page

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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 £601,000 per annum) by reference to categories	Hard copy: available upon request – contact school	10p per page
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	Hard copy: available upon request – contact school	10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available upon request – contact school	10p per page
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report • Post inspection action plan 	Website: St Basil's Catholic Primary School: School Performance Website: https://www.compare-school-performance.service.gov.uk/schools-by-type?step=default&table=schools&region=876&geographic=la&for=primary Website: St Basil's Catholic Primary School: Ofsted Hard copy: available upon request – contact school	Free Free Free 10p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request – contact school	10p per page
Performance data or a direct link to it	Website: St Basil's Catholic Primary School: School Performance Hard copy: available upon request – contact school	Free 10p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as change in status	Hard copy: available upon request – contact school	10p per page
Safeguarding and child protection	Website: St Basil's Catholic Primary School: Safeguarding Hard copy: available upon request – contact school	Free 10p per page
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admission policy/decisions (not individual admission decisions)	Website: St Basil's Catholic Primary School: Admissions Hard copy: available upon request – contact school	Free 10p per page

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Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meeting)	Hard copy: available upon request – contact school	10p per page
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English Government. These will include policies and procedures for handling information requests)		
Records management and personal data, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Website: St Basil's Catholic Primary School: Policies Hard copy: available upon request – contact school	Free 10p per page
Charging regimes and policies This should include details of and statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licencing the use of datasets, it should state in its guide how this is calculated.	Website: St Basil's Catholic Primary School: Policies Hard copy: available upon request – contact school	Free 10p per page
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: St Basil's Catholic Primary School: Our Curriculum Hard copy: available upon request – contact school	Free 10p per page
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	Website: St Basil's Catholic Primary School: After School Clubs Website: St Basil's Catholic Primary School: Wrap Around Care Hard copy: available upon request – contact school	Free Free 10p per page
Out of school clubs	Website: St Basil's Catholic Primary School: After School Clubs Hard copy: available upon request – contact school	Free 10p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: St Basil's Catholic Primary School: Wrap Around Care Website: St Basil's Catholic Primary School: Pre School Hard copy: available upon request – contact school	Free Free 10p per page

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School publications, leaflets, books and newsletters	Website: St Basil's Catholic Primary School Hard copy: available upon request – contact school	Free 10p per page
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Charges:

The general charge for photocopying, printing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information. In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, and postage.

We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information
- putting the information onto CD, video or audio cassette
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.