

# Publication of Documents Scheme

## Costock C of E Primary School



**Approved by:** Full Governing Body

**Last reviewed on:** Autumn Term 2022

**Next review due by:** Autumn Term 2025

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# 1. Copying Documents

Costock C of E Primary School will endeavour to provide copies of publicized documents as quickly as possible. Because we cannot account for other demands on office staff time at the time the request is made we undertake to provide copies within three working days. Obviously if postage is requested we cannot be held accountable for any delays in the mail service. On-line documents can be obtained freely, but will incur a charge if we are asked to make a copy.

## 1.1 Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost Photocopying / printing	Black & White A4 – 1 side @ 10p A3 – 1 side @ 20p Colour A4 – 1 side @ 20p A3 – 1 side @ 40p	Black & White A4 – 1 side @ 5p A3 – 1 side @ 10p Colour A4 – 1 side @ 10p A3 – 1 side @ 20p Additional cost to cover paper, electricity and staff time
	Postage – as at time of posting Plus 10p for envelope	Actual cost of Royal Mail standard 1st or 2nd Class postage Additional cost to cover envelope
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

### Contact Details:

Costock C of E Primary School, Main Street, Costock. LE12 6XD

Telephone: 01509 852084

## 2. Where to find school publications

### 2.1 Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Information to be published	How the information can be obtained
Who's who in the school	School Website School Office
Who's who on the Governing Body? Basis of their appointment	School Website School Office
Instrument of Governance	Clerk to the Governors

Contact details for the school, the Headteacher and the Chair of the Governing Body	School Website School Office Headed paper
School Prospectus / Guide to school for new parents	School Website School Office
Staffing Structure	School Office
School session times and term dates	School Website Guide to school for new parents

## 2.2 Class 2 – 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 year as a minimum

Information to be published	How the information can be obtained
Annual budget plan and financial statements	School office
Capitalised funding	Detailed in budget plan
Additional funding	Detailed in budget plan
Procurement and projects	Detailed in budget plan
Pay Policy	School office
Staffing and grading structure	School office

## 2.3 Class 3 – What our priorities are and how are we doing

Strategies and plans, performance indicators, audits, inspections and reviews

Current information as a minimum

Information to be published	How the information can be obtained
School Profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>The latest Ofsted report</li> </ul>	School website Ofsted website Headteacher
Performance Management Policy & Procedures	School Office
School's future plans	School Improvement Plan School Office
Every child matters – policies and procedures	School Office

## 2.4 Class 4 – How we make decisions

Decision making processes and records of decisions

Current and previous 3 years as a minimum

Information to be published	How the information can be obtained
Admissions Policy / Decisions (not individual admission decisions)	School Website School Office
Agendas of meetings of the Governing Body and its sub-committees	School Office
Minutes of meetings of the Governing Body and its sub-committees <i>(excluding information that is properly regarded as private or confidential to the meetings)</i>	School Office

## 2.5 Class 5 – Our Policies and Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Current information only

Information to be published	How the information can be obtained
General School Policies	School Office
Pupil and Curriculum Policies	School Office
Records Management and Personal Data Policies	School Office
Charging regimes and Policies	School Office

## 2.6 Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained
Curriculum Circulars and Statutory Instruments	Clerk to the Governors
Disclosure logs	School Office
Asset Register	School Office
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	School Office

## 2.7 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

Information to be published	How the information can be obtained
Extra-curricular activities	School Website School Office Guide to school for new parents
Out of school clubs	School Website School Office
School Publications	School Office
Services for which the school is entitled to recover a fee, together with those fees	School Office
Leaflets, books and newsletters	Issued directly

## 3. Additional Information

For additional items not listed above, please contact the School Office

## 4. Policy Review

This document will be reviewed regularly by the Governing Body and in line with Costock Primary School's policy schedule.