



# **Publication of Documents Scheme**

Policy Updated: Spring 2016  
Date for Review: Summer 2019

# Publication of Documents Scheme

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# 1 Copying Documents

Brookside Primary School will endeavour to provide copies of 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. We can provide proof of posting in our stamp usage record book.

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b> Photocopying / printing	<i>Black &amp; White</i> A4 – 1 side @ 10p A3 – 1 side @ 20p <i>Colour</i> A4 – 1 side @ 20p A3 – 1 side @ 40p	<i>Black &amp; White</i> A4 – 1 side @ 5p A3 – 1 side @ 10p <i>Colour</i> 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 1 <sup>st</sup> or 2 <sup>nd</sup> Class postage Additional cost to cover envelope
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

## CONTACT DETAILS

Brookside Primary School, School Green, East Leake, LE12 6LG

Telephone: 01509 820 001

## 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

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
Who's who in the school?	School Website School Prospectus
Who's Who on the Governing Body? Basis of their appointment	School Website School Office
Instrument of Government	Clerk to the Governors
Contact Details For the school the Headteacher and the Governing Body (named contacts where possible with telephone number and email address)	School Website Headed Notepaper Sign at School Gate LA Website
School Prospectus	School Website School Office
Staffing Structure	School Office
School Session Times and Term Dates	School Website School Prospectus School Newsletters

## **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 financial year as a minimum

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
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 We Are Doing**

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

Current information as a minimum

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
School Profile <ul style="list-style-type: none"><li>• Government supplied performance data</li><li>• The latest Ofsted Report<ul style="list-style-type: none"><li>- Summary</li><li>- Full Report</li></ul></li></ul>	School Website RaiseONLINE – secure website – via Headteacher Ofsted Website
Performance Management Policy and 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 three years as a minimum

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
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

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
Development Planning & Public Accountability Policies and Procedures	School Office
Strategic Development Policies and Procedures	School Office
Admissions & Exclusions Policies and Procedures	School Office
HR Functions & Pay Policies and Procedures	School Office
Financial Policies and Procedures	School Office
Equality, Diversity & Inclusion Policies and Procedures	School Office

Many of our policies and procedures can be found on the School Website and are also accessible to staff and members of the Governing Body



## **2.6 Class 6 – Lists and Registers**

Currently maintained lists and registers only

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
Curriculum Circulars and Statutory Instruments	Clerk to 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

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
Extra-Curricular Activities	School Website School Office School Prospectus
Out of School Clubs	School Website School Office School Prospectus
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 regularly reviewed by the Governing Body and in line with Brookside Primary School's Policy Schedule.