

# Information available from Athersley North Primary School under the model publication scheme

This 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
<b>Class 1 - Who we are and what we do</b> Information about us; our structures, locations and contacts. Current information only.	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address.	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Head teacher's contact details.	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Who's who in the school/academy.	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Who's who on the governing body / board of governors and selection criteria for appointment. Governing body's contact details.	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Instrument of Government / Articles of Association	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
School/academy prospectus	Not Held.	
School/Academy session times and term dates	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
<b>Class 2 – What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Annual budget and financial statements	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Capital funding	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Financial Audits reports	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA

Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
For academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Procurement and contracts we have entered into	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Details of any premiums we receive such as Pupil premium.	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
<b>Class 3 – What our priorities are and how we are doing</b>  Strategies and plans, performance indicators, audits, inspections and reviews.	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Annual Report	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Latest reports from Ofsted - Summary - Full report - Post-inspection action plan	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Exam and assessment results	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Performance tables	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Careers programme information	Not held.	
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
School profile and performance data supplied to the Government.	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
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	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA

<p><b>Class 4 – How we make decisions.</b></p> <p>Decision making processes and records of decisions</p>	<p>School Office  <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a></p>	POA
<p>Admissions policy and, where applicable, admission decisions</p>	<p>School website:  <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a></p>	Free
<p>Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.</p>	<p>School Office  <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a></p>	POA
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	<p>School website:  <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a></p>	Free
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.</p>	<p>School website:  <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a></p>	Free
<p>Safeguarding and child protection, including protecting children's personal data</p>	<p>School website:  <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a></p>	Free
<p>Equality and Diversity</p>	<p>School website:  <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a></p>	Free
<p>Policies and procedures relating to recruitment and human resources.</p>	<p>School Office  <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a></p>	POA
<p>Special educational needs</p>	<p>School website:  <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a></p>	Free
<p>Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)</p>	<p>School website:  <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a></p>	Free
<p>Pay Policy</p>	<p>School Office  <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a></p>	POA
<p>Records management (Information security policies  Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)</p>	<p>School Office  <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a></p>	POA
<p>Charging regimes and policies</p>	<p>School website:  <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a></p>	Free
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	<p>School Office  <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a></p>	POA
<p>Curriculum circulars and statutory instruments</p>	<p>School Office  <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a></p>	POA
<p>CCTV - Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf</p>	<p>School Office  <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a></p>	POA

Disclosure logs, ie information provided in response to FOIA/EIR requests	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Asset register and Information Asset register	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Any information we are currently legally required to hold in publicly available registers	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
<b>Class 7 – The services we offer</b>  Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Extra-curricular activities	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Out of school/academy clubs	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Services for which we are entitled to recover a fee, together with those fees	School website: <a href="http://www.athersleynorthprimary.co.uk">www.athersleynorthprimary.co.uk</a>	Free
Requests for paper copies of information	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
Our publications, leaflets, books and newsletters	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA
<b>Additional Information</b> Any information that is not itemised in the lists above	School Office <a href="mailto:office@athersleynorthprimary.co.uk">office@athersleynorthprimary.co.uk</a>	POA

## Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 3p per sheet (black & white)	Actual cost
	Photocopying @ 7p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1st class
Statutory Fee		<p>In accordance with the relevant legislation</p> <p>Section 12 of the Act allows a Public Authority to refuse to deal with any requests where they estimate that responding to the request would exceed the "appropriate limit", or 'cost limit'.</p> <p>If the Public Authority calculates that responding to a request will take it over the cost limit it is not obliged to respond to it.</p> <p>The cost limit is calculated at a flat rate of £25 per hour which is £450 (18 hours).</p> <p>The Act allows the Public Authority to refuse to deal with any requests where they estimate that responding to the request would exceed the "appropriate limit", or 'cost limit' as it is more commonly known.</p> <p>The Public Authority can only include certain activities when estimating whether responding to a request would breach the cost limit. These are establishing whether information is held, locating and retrieving information and extracting relevant information from the document containing it.</p> <p>The Fees Regulations anticipate that most requests will not attract a fee although we will be able to charge for disbursements (such as the cost of postage and photocopying).</p>