

**Guide to information available from Morchard Bishop C of E (VA) Primary School
adopted from the ICO model publication scheme**

School Administrator Contact details: admin@morchardbishop.devon.sch.uk

Information published	How the information can be obtained	Cost (based on black and white copies only)
Class 1 - Who we are and what we do		
School name, location and contact details (including email address)	Website: http://www.morchardbishop.devon.sch.uk/ under "About us" Hard copy:	None 5p per sheet

	Contact School Administrator	
Who's who in the school (staff roles)	<p>Website:</p> <p>http://www.morchardbishop.devon.sch.uk/ under "About us"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
Who's who on the governing body / board of governors and the basis of their appointment	<p>Website:</p> <p>http://www.morchardbishop.devon.sch.uk/ under "About us"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
Instrument of Government / Articles of Association	Hard copy:	5p per sheet

	Contact School Administrator	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p>Website:</p> <p>http://www.morchardbishop.devon.sch.uk/ under "About us"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
School prospectus	<p>Website:</p> <p>http://www.morchardbishop.devon.sch.uk/ under "About us"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>None</p>
Governors' Statement	<p>Website:</p> <p>http://www.morchardbishop.devon.sch.uk/ under "About us"/"Governing Board"</p>	<p>None</p> <p>5p per sheet</p>

Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Hard copy: Contact School Administrator	5p per sheet
Capital funding	Hard copy: Contact School Administrator	5p per sheet
Financial audit reports	Hard copy: Contact School Administrator	5p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: Contact School Administrator	5p per sheet
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has done so on its behalf (eg Diocese of	Hard copy: Contact School Administrator	5p per sheet

Exeter)		
Pay policy (see Model Pay Policy 2018)	Hard copy: Contact School Administrator	5p per sheet
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 £60,000 per annum) by reference to categories.	Not applicable	
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.	For general information on teaching pay scales, see: https://www.gov.uk/government/publications/school-teachers-pay-and-conditions Particular information by hard copy: Contact School Administrator	5p per sheet
Governors' allowances that can be incurred or claimed (see Governors Expenses Policy 2018)	Hard copy: Contact School Administrator	5p per sheet

Record of total payments made to individual governors.		
Class 3 – What our priorities are and how we are doing		
Performance data supplied to the English Government, or a direct link to the data	<p>Website: http://www.morchardbishop.devon.sch.uk/under "Information"/"School Data"</p> <p>Hard copy: Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
The latest Ofsted Education and Training Inspectorate report <ul style="list-style-type: none"> • Summary 	<p>Website: http://www.morchardbishop.devon.sch.uk/under "Information"/"School Data"</p>	None

<ul style="list-style-type: none"> • Full report 	Hard copy: Contact School Administrator	5p per sheet
Post-inspection action plan	Hard copy: Contact School Administrator	5p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy: Contact School Administrator	5p per sheet
Performance data or a direct link to it	Website: http://www.morchardbishop.devon.sch.uk/ under "Information" Hard copy: Contact School Administrator	None 5p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status (see School Development Plan)	Hard copy: Contact School Administrator	5p per sheet

<p>Safeguarding and child protection (see Safeguarding (Child Protection) 2018-19 Policy)</p> <p>Details of safeguarding officers and designated governors</p>	<p>Website:</p> <p>http://www.morchardbishop.devon.sch.uk/ under "Safeguarding"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
<p>Class 4 – How we make decisions</p>		
<p>Current and previous three years' admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website (current policy):</p> <p>http://www.morchardbishop.devon.sch.uk/ under "Information"</p> <p>Hard copy (current policy and previous three years'):</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the</p>	<p>Website (minutes of full governing board):</p> <p>http://www.morchardbishop.devon.sch.uk/ under "About us"</p>	<p>None</p>

meetings).	Hard copy (agendas and other committee minutes): Contact School Administrator	5p per sheet
Class 5 – Our policies and procedures		
Records management and personal data policies: <ul style="list-style-type: none"> • Data Protection Policy • Freedom of Information Policy • Privacy Notice • Information Security Policy • Information Security Incident Management Policy • Retention and Disposal Policy • Single Central Record 	Hard copy (except Single Central Record): Contact School Administrator By inspection only (Single Central Record)	5p per sheet
Charging regimes and policies: <ul style="list-style-type: none"> • Finance Policy • Charging and Remissions Policy 	Hard copy: Contact School Administrator	5p per sheet

<ul style="list-style-type: none"> • Lettings Policy • Best Value Statement • SFVS • Dinner Money Arrears Policy 		
<p>Other policies available (not otherwise mentioned above:</p> <ul style="list-style-type: none"> • Acceptable Behaviour Policy • Accessibility Plan • Anti Bullying 2019 • Behaviour Principles 2019 • Learning Behaviour 2018 • Looked After Children Policy 2018 • Collective Worship 2016 • Complaints Procedure 2019 • E-Safety 2015 • Equality 2016 • Equality Objectives • Equality Objectives review • Homework • Privacy Notice May 2018 • RE Policy 2018 • SEND 2018 	<p>Website:</p> <p>http://www.morchardbishop.devon.sch.uk/ under "Information"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>

Hard copy only:

- E-Safety Policy
- Attendance Policy
- Children in Care/Looked after children
- Complaints against Governors Policy
- Disclosure & Barring Policy
- Managing Disclosure information Policy
- Disaster Recovery Plan
- Drugs Education Policy
- Education of Children in Care Policy
- Educational visits, off-site activities and outdoor education policy
- School Emergency Management Plan
- First Aid Policy
- Staff, Volunteer and Governor Codes of Conduct
- Health and Safety Policy
- Homework Policy
- Intimate Care Policy
- Medication Policy
- Road Safety Policy
- Whistleblowing Policy

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments:</p> <ul style="list-style-type: none"> • Key curriculum information 	<p>Website: http://www.morchardbishop.devon.sch.uk/under "Curriculum"</p> <p>Hard copy: Contact School Administrator</p>	<p>5p per sheet</p>
<p>Disclosure logs</p>	<p>By inspection only</p>	
<p>Asset register</p>	<p>By inspection only</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>By inspection only</p>	
<p>Class 7 – The services we offer</p>		

<p>Extra-curricular activities (current information only)</p>	<p>Website: http://www.morchardbishop.devon.sch.uk/ under "Extra curricular"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
<p>Out of school clubs (current information only)</p>	<p>Website: http://www.morchardbishop.devon.sch.uk/ under "Extra curricular"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
<p>Services for which the school is entitled to recover a fee, together with those fees (see Charging and Remissions Policy 2019)</p>	<p>Website: http://www.morchardbishop.devon.sch.uk/ under "Information"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>

<p>School publications, leaflets, books and newsletters</p>	<p>Website (newsletters 2014 onwards): http://www.morchardbishop.devon.sch.uk/ under "News and events"</p> <p>Hard copy (newsletters, leaflets and other school publications):</p> <p>Contact School Administrator or otherwise by inspection</p>	<p>None</p> <p>5p per sheet</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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/printing @5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority