

**Guide to information available from Morchard Bishop Pre-School ("Pre-School")  
adopted from the ICO model publication scheme**

**School Administrator contact details: [admin@morchardbishop.devon.sch.uk](mailto:admin@morchardbishop.devon.sch.uk)**

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost (based on black and white copies only)</b>
<b>Class 1 - Who we are and what we do</b>		
School name, location and contact details (including email address)	Website: <a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a> under "Home"  Hard copy:	None          5p per sheet

	Contact School Administrator	
Who's who in the school (staff roles)	<p>Website:  <a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a>  under "About us"</p> <p>Hard copy:  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 (please see information for Morchard Bishop C of E VA Primary School)	<p>Website:  <a href="http://www.morchardbishop.devon.sch.uk/">http://www.morchardbishop.devon.sch.uk/</a>  under "About us"</p> <p>Hard copy:  Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
Instrument of Government / Articles of Association (as for Morchard Bishop C of	Hard copy:	5p per sheet

E VA Primary School)	Contact School Administrator	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).  (please see information for Morchard Bishop C of E VA Primary School)	Website:  <a href="http://www.morchardbishop.devon.sch.uk/">http://www.morchardbishop.devon.sch.uk/</a> under "About us"  Hard copy:  Contact School Administrator	None   5p per sheet
Pre-School prospectus	Website:  <a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a> under "About us"/"Useful forms"  Hard copy:  Contact School Administrator	None   None
Governors' Statement	Website:  <a href="http://www.morchardbishop.devon.sch.uk/">http://www.morchardbishop.devon.sch.uk/</a> under "About us"/"Governing Board"  Hard copy:	   5p per sheet

	Contact School Administrator	
Staffing structure	By inspection only	
Pre-School session times and class timetables	<p>Website:  <a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a>  under "Sessions and fees"  (see also Pre-School prospectus – location above)</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>
Baby and Toddler Group session times	<p>Website:  <a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a>  under "Baby and Toddler Group"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>

Term dates	Website: <a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a> under "Term Dates"  Hard copy:  Contact School Administrator	None   5p per sheet
<b>Class 2 – What we spend and how we spend it</b>  <b>(See information provided by Morchard Bishop C of E VA Primary School)</b>		
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:	5p per sheet

	Contact School Administrator	
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 Exeter)	Hard copy: Contact School Administrator	5p per sheet
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	For general information on teaching pay scales, see:	

<p>include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p>	<p><a href="https://www.gov.uk/government/publications/school-teachers-pay-and-conditions">https://www.gov.uk/government/publications/school-teachers-pay-and-conditions</a></p> <p>Particular information by hard copy: Contact School Administrator</p>	<p>5p per sheet</p>
<p>Governors' allowances that can be incurred or claimed (see Governors Expenses Policy 2018)</p> <p>Record of total payments made to individual governors.</p>	<p>Hard copy: Contact School Administrator</p>	<p>5p per sheet</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p>		
<p>Performance data supplied to the English Government, or a direct link to the data (please see information for Morchard Bishop C of E VA</p>	<p>Website: <a href="http://www.morchardbishop.devon.sch.uk/under%20Information/School%20Data">http://www.morchardbishop.devon.sch.uk/under "Information"/"School Data"</a></p>	<p>None</p>

Primary School)	Hard copy: Contact School Administrator	5p per sheet
The latest Ofsted Education and Training Inspectorate report  <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> </ul>	Website:  <a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a> under "About us"/"Ofsted Report"  Hard copy: Contact School Administrator	None    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 (please see information for Morchard Bishop C of E VA Primary School)	Website:  <a href="http://www.morchardbishop.devon.sch.uk/">http://www.morchardbishop.devon.sch.uk/</a> under "Information"/"School Data"	None



	<p>Hard copy:</p> <p>Contact School Administrator</p>	5p per sheet
<p>The Pre-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)</p> <p>(Please see information for Morchard Bishop C of E VA Primary School)</p>	<p>Hard copy:</p> <p>Contact School Administrator</p>	5p per sheet
<ul style="list-style-type: none"> <li>• Safeguarding and child protection (see Safeguarding Children and Child Protection Policy)</li> <li>• Details of safeguarding officers and designated governors (information as for Morchard Bishop C of E VA Primary School)</li> </ul>	<p>Website (Pre-School policy):</p> <p><a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a> under "Policies"</p> <p>(Details of safeguarding officers):</p> <p><a href="http://www.morchardbishop.devon.sch.uk/">http://www.morchardbishop.devon.sch.uk/</a> under "Safeguarding"</p>	None

	<p>Hard copy:</p> <p>Contact School Administrator</p>	5p per sheet
<b>Class 4 – How we make decisions</b>		
<p>Current and previous three years' admissions policy/decisions (not individual admission decisions) – where applicable</p> <p>(Please see information for Morchard Bishop C of E VA Primary School)</p>	<p>Website (current policy):</p> <p><a href="http://www.morchardbishop.devon.sch.uk/">http://www.morchardbishop.devon.sch.uk/</a> 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 meetings).</p> <p>(Please see information for Morchard Bishop C of E VA Primary School)</p>	<p>Website (minutes of full governing board):</p> <p><a href="http://www.morchardbishop.devon.sch.uk/">http://www.morchardbishop.devon.sch.uk/</a> under "About us"</p> <p>Hard copy (agendas and other committee minutes):</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>



<ul style="list-style-type: none"> <li>• Finance Policy</li> <li>• Charging and Remissions Policy</li> <li>• Lettings Policy</li> <li>• Best Value Statement</li> <li>• SFVS</li> <li>• Dinner Money Arrears Policy</li> </ul>	<p>Hard copy:</p> <p>Contact School Administrator</p>	<p>5p per sheet</p>
<p>Other policies available (not otherwise mentioned above):</p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Childrens Records</li> <li>• Childrens Rights and Entitlements</li> <li>• Employment</li> <li>• Fire Safety and Emergency Evacuation</li> <li>• First Aid</li> <li>• Food and Drink</li> <li>• Health and Safety</li> <li>• Induction of Employees and Volunteers</li> <li>• Looked After Children</li> <li>• Mobile Phones and Cameras</li> <li>• Nappy Changing</li> <li>• Providers Records</li> </ul>	<p>Website:</p> <p><a href="http://www.morchardbishop.devon.sch.uk/">http://www.morchardbishop.devon.sch.uk/</a> under "Information"</p> <p>Hard copy:</p> <p>Contact School Administrator</p>	<p>None</p> <p>5p per sheet</p>

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"><li>• Risk Assessment</li><li>• Staffing</li><li>• Student Placements</li><li>• Supervision of Children on Outings</li><li>• Supporting Children with Special Educational Needs</li><li>• The Role of The Key Person</li><li>• Working in Partnership with other agencies</li><li>• Looked After Children</li><li>• Maintaining Childrens Safety and Security</li><li>• Managing Children who are sick,infectious, or with allergies</li><li>• No Smoking</li><li>• Payment and Arrears</li><li>• Promoting Positive Behaviour</li><li>• Safeguarding Children and Child Protection</li><li>• Uncollected Child</li><li>• Valuing Diversity and Promoting Equality</li><li>• Morchard Bishop Privacy Notice - Final</li></ul> |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

<p>Hard copy only (Information relating to both Pre-School and Morchard Bishop C of E Primary School):</p> <ul style="list-style-type: none"> <li>• Complaints against Governors Policy</li> <li>• Disclosure &amp; Barring Policy</li> <li>• Managing Disclosure information Policy</li> <li>• Disaster Recovery Plan</li> <li>• Education of Children in Care Policy</li> <li>• School Emergency Management Plan</li> <li>• Staff, Volunteer and Governor Codes of Conduct</li> <li>• Medication Policy</li> <li>• Road Safety Policy</li> <li>• Whistleblowing Policy</li> </ul>		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		

Curriculum circulars and statutory instruments:	Website: <a href="https://www.gov.uk/early-years-foundation-stage">https://www.gov.uk/early-years-foundation-stage</a>	None
<ul style="list-style-type: none"> <li>Government published guidance on early years foundation stage</li> </ul>		
Disclosure logs	By inspection only	
Asset register	By inspection only	
Any information the school is currently legally required to hold in publicly available registers	By inspection only	
<b>Class 7 – The services we offer</b>		
School publications, leaflets, books and newsletters	Website (newsletters May 2017 onwards): <a href="https://morchardbishoppreschool.org.uk/">https://morchardbishoppreschool.org.uk/</a> under "Home"  Hard copy (newsletters, leaflets and other school publications):  Contact School Administrator or otherwise by	None      5p per sheet

	inspection	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## **SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
-----------------------	--------------------	------------------------



<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority