

THURLEIGH Primary School Publication Scheme

Information available from [Thurleigh 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
Class 1 - Who we are and what we do Information about us; our structures, locations Current information only	School website @ https://www.thurleighprimary.uk/page/?title=About+Us&pid=6	Free
Named contacts for the school with telephone number and email address/ general school address and contact email	School website @ https://www.thurleighprimary.uk/contact-us	Free
Head teacher's contact details	School website @ https://www.thurleighprimary.uk/contact-us	Free
Who's who in the school	School website @ https://www.thurleighprimary.uk/about-us/meet-the-staff Staff section	Free
Who's who on the governing body / board of governors and selection criteria for appointment Chair of Governors contact details Duties of Governors	School website @ https://www.thurleighprimary.uk/page/?title=KT+Federation+%26amp%3B+Governance&pid=17 Governance Section	Free
Instrument of Government	School website @ https://www.thurleighprimary.uk/page/?title=KT+Federation+%26amp%3B+Governance&pid=17 Governance Section	Free
School prospectus	Not held	
School term dates and daily school session times	School website Term Dates: https://www.thurleighprimary.uk/news-and-events/term-dates Daily session times: https://www.thurleighprimary.uk/school-life/school-day	Free

Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous 2 financial years as a minimum	Hard copy – available on request – contact school	5p per page
Annual budget plan and financial statements	Hard copy – available on request – contact school	5p per page
Capital funding – major plans/building project details	Hard copy – available on request – contact school	5p per page
Financial Audits reports	Hard copy – available on request – contact school	5p per page
Procurement and contracts – details of procedures used for acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard copy – available on request – contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy – available on request – contact school	5p per page
Details of expenditure items over £2000 (small schools) including costs, supplier and transaction information (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy – available on request – contact school	5p per page
Staff pay and grading structures – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy – available on request – contact school	5p per page
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Not relevant/held	
Details of any premiums we receive such as Pupil premium.	School website @ https://www.thurleighprimary.uk/page/?title=Pupil+Premium+%26amp%3B+Sports+Premium&pid=20 Pupil Premium Strategy document PE & Sports Premium - Hard copy – also available on request – contact school	Free
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	School Development Plan Hard copy – available on request – contact school	5p per page

Annual Report	Not held	
Latest reports from Ofsted - Summary - Full report - Post-inspection action plan	Latest Ofsted Report - School website @ https://www.thurleighprimary.uk/page/?title=Ofsted&pid=22 Post inspection action plan Incorporated into School Development Plan - Hard copy – available on request – contact school	Free
Exam and assessment results School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	School website @ https://www.thurleighprimary.uk/about-us/pupil-performance-ks2-results	Free
Performance tables	Performance data supplied to DfE School website @ https://www.thurleighprimary.uk/about-us/pupil-performance-ks2-results	Free
Careers programme information	Not held	
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy – available on request – contact school	5p per page
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	Hard copy – available on request – contact school	5p per page
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	School Development Plan Hard copy – available on request – contact school	5p per page
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Admissions Policy - School website @ https://www.thurleighprimary.uk/page/?title=Admissions&pid=15 Hard copy – available on request – contact school	Free
Agendas and minutes of meetings of the governing body and its committees, unless an	Hard copy – available on request – contact school	5p per page

exemption applies to the information or parts of it.		
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Statutory policies School website @ https://www.thurleighprimary.uk/page/?title=Policies&pid=19	Free
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	School website @ https://www.thurleighprimary.uk/page/?title=Policies&pid=19	Free
Safeguarding and child protection, including protecting children’s personal data (statutory) including handling requests for information and operating the publication scheme	Safeguarding: School website @ https://www.thurleighprimary.uk/page/?title=Safeguarding&pid=48 FOI School website @ https://www.thurleighprimary.uk/about-us/freedom-of-information	Free
Equality and Diversity	School website @ https://www.thurleighprimary.uk/page/?title=Public+Sector+Equality+Duty&pid=59	Free
Policies and procedures relating to recruitment and human resources	Hard copy – available on request – contact school	5p per page
Special educational needs	School website @ https://www.thurleighprimary.uk/page/?title=SEND&pid=24	Free
Complaints policies and procedures	School website @ https://www.thurleighprimary.uk/page/?title=Policies&pid=19 Hard copy – available on request – contact school	Free 5p per page
Pay Policy	Hard copy – available on request – contact school	5p per page

Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Privacy Notice School website @ https://www.thurleighprimary.uk/page/?title=GDPR&pid=176	Free
Health & Safety Policy	Hard copy – available on request – contact school	5p per page
Charging regimes and policies (incl charging for school activities)	Hard copy – available on request – contact school	5p per page
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copy – available on request – contact school	5p per page
Curriculum circulars and statutory instruments (regulations, circulars and administrative communications sent to the Headteacher or Governing Board concerning the curriculum)	School website @ https://www.thurleighprimary.uk/page/?title=Curriculum&pid=58	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Not relevant/held	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy – available on request – contact school	5p per page
Asset register and Information Asset register	Hard copy – available on request – contact school	5p per page
Any information we are currently legally required to hold in publicly available registers	Hard copy – available on request – contact school	5p per page
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School website @ https://www.thurleighprimary.uk/school-life/clubs-and-wrap-around-care	Free

Out of school clubs	School website @ https://www.thurleighprimary.uk/school-life/clubs-and-wrap-around-care	Free
Services for which we are entitled to recover a fee, together with those fees	Hard copy – available on request – contact school	5p per page
Our publications, leaflets, books and newsletters	Newsletters: school website @ https://www.thurleighprimary.uk/news-and-events/newsletters Hard copy – available on request – contact school	Free 5p per page
Additional Information Any information that is not itemised in the lists above		

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class (proof of posting charge incurred will be shown for reimbursement from requestor)
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred