

Appendix – Guide to information available from Moorside Infant School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		Free
Staffing structure	School website ¹	
Governing Body	School website ¹	
Instrument of Government	School website ¹	
Contact details	School website ¹	
School prospectus	Available on request from the school office ²	
School session times and term dates	School website ¹	
Class 2 – What we spend and how we spend it		Free
Annual budget plan	Available on request from the school office ²	
Procurement and projects	Available on request from the school office ²	
Pupil premium	School website ¹	
Pay policy and staffing grades	Available on request from the school office ²	
Class 3 – What are priorities are and how we are doing		Free
School profile: Government supplied performance data and the latest Ofsted report	School website ¹	
School development plan	School website ¹	
Class 4 – How we make decisions		Free
Admissions policy (not individual admission decisions)	School website ¹	
Agendas of meetings of the governing body	School website ¹	
Minutes of meetings of the governing body (this will exclude information that is minuted as confidential)	School website ¹	
Class 5 – Our policies and procedures		Free
School policies including: Anti-Bullying, Behaviour & Discipline, Charging, General Complaints, Child Protection, E-Safety, Nursery Admission and Charging, Special Educational Needs,	School website ¹	
Data management: Privacy notice	School website ¹	
Class 6 – Lists and Registers		Free
Curriculum circulars and statutory instruments – school development plan	School website ¹	
Disclosure logs – for information that has been requested	Available on request from the school office ²	
Class 7 – The services we offer		Free
Newsletters and current information	School website ¹	
School publications	School website ¹	
After school clubs	School website ¹	
Charges which may be made		
Most information is free of charge being available on the website or from the school office by e-mail.		
If photocopying/printing is necessary above 10 pages:	5 pence per sheet mono 10 pence per sheet colour	

¹ www.moorside-inf.n-yorks.sch.uk

² e-mail: admin@moorside-inf.n-yorks.sch.uk or telephone 01765 604208