

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
<p>Who's who in the school</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Instrument of Government / Articles of Association</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>

Information to be published.	How the information can be obtained	Cost
Staffing structure	Website www.moorsideschools.org.uk Hard Copy Contact the school office	Free Per sheet & current postage where applicable. See schedule of charges attached.
School session times and term dates	Website www.moorsideschools.org.uk Hard Copy Contact the school office	Free Per sheet & current postage where applicable. See schedule of charges attached.
Address of school and contact details, including email address.	Website www.moorsideschools.org.uk Hard Copy Contact the school office	Free Per sheet & current postage where applicable. See schedule of charges attached.
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy Contact the school office	Per sheet & current postage where applicable. See schedule of charges attached.
Capital funding	Hard Copy Contact the school office	Per sheet & current postage where applicable. See schedule of charges attached.
Financial audit reports	Hard Copy Contact the school office	Per sheet & current postage where applicable. See schedule of charges attached.

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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 the school office	Per sheet & current postage where applicable. See schedule of charges attached.
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard Copy Contact the school office	Per sheet & current postage where applicable. See schedule of charges attached.
Pay policy	Hard Copy Contact the school office	Per sheet & current postage where applicable. See schedule of charges attached.
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.	Hard Copy Contact the school office	Per sheet & current postage where applicable. See schedule of charges attached.
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.	Hard Copy Contact the school office	Per sheet & current postage where applicable. See schedule of charges attached.
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy Contact the school office	Per sheet & current postage where applicable. See schedule of charges attached.

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<p>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</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan • 	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard Copy Contact the school office</p>	<p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Performance data or a direct link to it</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>

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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
Safeguarding and child protection	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</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>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard Copy Contact the school office</p>	<p>Per sheet & current postage where applicable. See schedule of charges attached.</p>

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<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<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>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Disclosure logs</p>	<p>Inspection only. Contact the school office</p>	
<p>Asset register</p>	<p>Inspection only. Contact the school office</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only. Contact the school office</p>	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Extra-curricular activities</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Out of school clubs</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website www.moorsideschools.org.uk</p> <p>Hard Copy Contact the school office</p>	<p>Free</p> <p>Per sheet & current postage where applicable. See schedule of charges attached.</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 @ 1p per sheet (black & white)	Actual cost 0.26p per sheet plus staff time
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 2.6p per sheet plus staff time
	Postage	Actual cost of Royal Mail standard 2 nd class

For hard copy information please contact:

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