# Alvaston Infant & Nursery School the Publication Scheme

# This is a list of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

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| **Information available** | **How the information can be obtained** | **Charge** |
| **Information, structure, locations and contacts**Current information only |
| Who’s who in Alvaston Infant & Nursery School | Website | No charge |
| Governing body – names and contact details of the governors and the basis of their appointment | Individual School website | No charge |
| Instrument of Government –Funding Agreements | DfE website | No charge |
| Staffing structure | Individual School Website | No charge |
| School Session times, term dates and holidays | Individual School Website | No charge |
| Location & Contact information – address, telephone numbers & website | Individual School Website | No charge |
| Contact details for the Principal and the Governing Body |  Individual School Website | No charge |
| School Prospectus | Individual School Website | No charge |

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| **Information available** | **How the information can be obtained** | **Charge** |
| **Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit**(Minimum of current and the previous two years financial year) |
| Annual financial statements, capital funding and income generation for prior years | Hard copy and on website | No charge |
| Statutory Accounts | Companies House website | No charge |
| Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year | Electronic copy through request to sbm@alvastoni.derby.sch.uk  | No charge |

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| Procurement and contracts, subject to the commercial/confidential public interest test  | Electronic copy through request to sbm@alvastoni.derby.sch.uk | No charge |
| Pay Policy – statement on general procedures | Hard copy www.alvastoni.derby.sch.uk | Schedule of charges |
| Staff grading and structure | Hard copy www.alvastoni.derby.sch.uk | Schedule of charges |
| Governors’ allowances – details if allowances/expenses that can be claimed/incurred | Hard copy www.alvastoni.derby.sch.uk | Schedule of charges |

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| **Information available** | **How the information can be obtained** | **Charge** |
| **Strategies and plans, performance indicators, audits, inspections and reviews**Current information as a minimum |
| School Profile -Government supplied data-Latest OFSTED report – summary and full report | DfE Website[Ofsted website](http://www.ofsted.gov.uk/Ofsted-home/Inspection-reports) School website | Schedule of charges |
| -Examination results | School website | No charge |
|  |  | No charge |
| Performance Management policy and procedures | Hard copy | Schedule of charges |
| Future plans | Individual School Website | No charge |
| Safeguarding policies and procedures | Hard copy & School Website | Schedule of charges |

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| **Information available** | **How the information can be obtained** | **Charge** |
| **Decision making processes and records of decisions**Current and previous three years as a minimum |
| Admissions policy and decisions (not individual decisions) | Individual school websites | No charge |
| Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting) | Hard copy Individual school websites?? | Schedule of chargesNo charge |

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| **Information available** | **How the information can be obtained** | **Charge** |
| **Current written protocols, policies and procedures for delivery our services and responsibilities**Current information as a minimum |
| **Policies including**:Charging and remission policy Health & Safety and Risk Assessment Complaints procedureStaff, discipline, grievance, pay and conduct Policies Staffing structure implementation planEqual Opportunities policies – including equality & diversities Staff Recruitment & Selection policiesChild Protection Policy | Hard copy Individual school websites | No charge |

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| **Pupil and curriculum policies including**: | Hard copy & | No charge |
| Home School Agreement | Individual school websites |  |
| Curriculum Policy |  |  |
| Sex Education Policy |  |  |
| Special Needs Educational Policy/Information Report |  |  |
| Accessibility Policy |  |  |

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| **Information available** | **How the information can be obtained** | **Charge** |
| **Procedures and Policies**Current information as a minimum |
| **Pupil and curriculum policies including**: (cont’d)Equality Policy Education PolicyPupil Behaviour, Discipline Exclusion Policy | Hard copy &Individual school websites | No charge |
| **Records Management and Personal Data Policies:**Information security policies Records retention policies Destruction and archive policiesData Protection policies | Hard copy | No charge |
| **Charging Regimes and policies:** includes details of any statutory charging regimes – charges made for information routinely published. Clearly stating what costs are to be recovered, the basis on which they are made and how they are calculated. | Hard copy | No charge |

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| **Information available** | **How the information can be obtained** | **Charge** |
| Lists and Registers only |
| Curriculum circulars and statutory instruments | Hard copy | Schedule of charges |
| Disclosure Logs | In school | Schedule of charges |
| Asset Register | In school | Schedule of charges |
| Any information the Trust are currently legally required to hold in publicly available registers | Hard copy | Schedule of charges |
| Information services Currently information only |
| Extra-curricular activitiesOut of School Clubs | Individual School websites | No charge |
| School publications | Individual School websites | No charge |
| Services for which the school is entitled to recover a fee, together with those fees | Individual School websites | No charge |
| Leaflets, booklets and newsletters | Individual School websites | No charge |