

## Guide to information available from The Richmond School, Skegness under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who in the school	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>
Who's who on the governing body / board of governors and the basis of their appointment	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>
Instrument of Government / Articles of Association		
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>
School prospectus (if any)	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>

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	<b>Hard copy</b> Contact the school office	<b>Cost of copying</b>
Annual Report (if any)		
Staffing structure	<b>Website</b> therichmondschoolskegness.com <b>Hard copy</b> Contact the school office	<b>Free</b>  <b>Cost of copying</b>
School session times and term dates	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>
Address of school and contact details, including email address.	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	<b>Hard copy</b> Contact the school office	<b>Cost of copying</b>
Capital funding	<b>Hard copy</b>	<b>Cost of</b>

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	Contact the school office	<b>copying</b>
Financial audit reports	<b>Hard copy</b> Contact the school office	<b>Cost of copying</b>
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	<b>Examination copy</b> Contact the school office	<b>Free</b>
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)	<b>Examination copy</b> Contact the school office	<b>Free</b>
Pay policy	<b>Hard copy</b> Contact the school office	<b>Cost of copying</b>
<del>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</del>		

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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 and, for more junior posts, by salary range		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	<b>Hard copy</b> Contact the Clerk to the Governing Body	<b>Cost of copying</b>
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> </ul>	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>

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<ul style="list-style-type: none"> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p><b>Website</b> therichmondschoolskegness.com</p> <p><b>Examination copy</b> Contact the school office</p>	<p><b>Free</b></p> <p><b>Free</b></p>
<p>Performance management policy and procedures adopted by the governing body</p>	<p><b>Hard copy</b> Contact the school office</p>	<p><b>Cost of copying</b></p>
<p>Performance data or a direct link to it</p>	<p><b>Examination copy</b> Contact the school office</p>	<p><b>Free</b></p>
<p><del>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</del></p>		
<p>Safeguarding and child protection</p>	<p><b>Website</b> therichmondschoolskegness.com</p>	<p><b>Free</b></p>
<p><b>Class 4 – How we make decisions</b></p>		

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(Decision making processes and records of decisions)		
Admissions policy	<b>LA Website</b> Linked via therichmondschoolskegness.com	<b>Free</b>
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).	<b>Hard copy</b> Contact the Clerk to the Governing Body	<b>Cost of copying</b>
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including those related to the GDPR	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>
Charging regimes and policies	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>
<b>Class 6 – Lists and registers</b>  Currently maintained lists and registers only (this does not include the attendance register)		

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Curriculum circulars and statutory instruments	<b>Website</b> therichmondschoolskegness.com	<b>Free</b>
Disclosure logs		
Asset register	<b>Examination copy</b> Contact the school office	<b>Free</b>
Any information the school is currently legally required to hold in publicly available registers	<b>Examination copy</b> Contact the school office	<b>Free</b>
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
Extra-curricular activities	<b>Hard copy</b> Contact the school office	<b>Cost of copying</b>
Out of school clubs	<b>Hard copy</b> Contact the school office	<b>Cost of copying</b>
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard copy</b> Contact the school office	<b>Cost of copying</b>

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School publications, leaflets, books and newsletters	<b>Website</b> <a href="http://therichmondschoolskegness.com">therichmondschoolskegness.com</a> <b>Hard copy</b> Contact the school office	<b>Free</b>  <b>Cost of copying</b>
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### 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
<b>Disbursement cost</b>	Photocopying/printing @ 0.26p per sheet (B&W)	Actual cost
<b>Disbursement cost</b>	Photocopying/printing @ 2.6p per sheet (colour)	Actual cost



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<b>Disbursement cost</b>	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Maximum fee for subject access requests</b>	Individual-specific subject access requests	See separate 'Data protection policy and privacy notice'