

## Guide to information available from the Schools within The Learning Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	See final page for costs
Who's who in the school	Web	
Who's who on the governing body and the basis of their appointment	Web	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Web	
School prospectus	Hard copy	
School session times and term dates	Web	

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<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p>	
<p>Annual budget plan and financial statements</p>	<p>Hard copy</p>	
<p>Capitalised funding</p>	<p>Hard copy</p>	
<p>Additional funding</p>	<p>Hard copy</p>	
<p>Procurement and projects</p>	<p>Hard copy</p>	
<p>Pay policy</p>	<p>Hard copy</p>	
<p>Staffing and grading structure</p>	<p>Hard copy</p>	

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<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p>	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p><a href="http://schoolsfinder.direct.gov.uk/8964149/school-profile/">http://schoolsfinder.direct.gov.uk/8964149/school-profile/</a></p>	
<p>Teacher appraisal and capability procedures</p>	<p>Hard copy</p>	
<p>Schools future plans</p>	<p>Web</p>	

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	<a href="http://www.cheshirewestandchester.gov.uk">www.cheshirewestandchester.gov.uk</a>	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	

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<p><b>Class 5 – Our policies and procedures</b>                  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Equality Act statement</li> </ul>	<p>Web</p>	
<p>Student and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Student discipline</li> </ul>	<p>Web</p>	

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Hard copy Hard copy Hard copy</p>	
<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.</p>	<p>Hard copy</p>	

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

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<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> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Web	
Out of school clubs	Web	
School publications	Web	
Services for which the school is entitled to recover a fee, together with those fees	Web	
Leaflets books and newsletters	Web/Hard copy	



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<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

The Business Director, Christleton learning Trust, Christleton High School, Village Road, Christleton, Chester, CH3 7AD

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Single copies of information covered by this publication are provided free if marked as “Hard Copy” and postal charges at the time will apply. We expect items marked “Web” to be downloaded by yourselves.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 4p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 7p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
		* the actual cost incurred by the public authority