Published Guide to Information



Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)

Information	How the information can be obtained	Cost
Who's who in school	Website: The Avenue Infant School - Our Staff Hard copy: available upon request – contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website: The Avenue Infant School - Governors Hard copy: available upon request – contact school	Free 5p per page
Instrument of Governance	Website: The Avenue Infant School - Governors Hard copy: available upon request – contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website: The Avenue Infant School - Contact Details Hard copy: available upon request - contact school	Free 5p per page
Staffing structure	Website: The Avenue Infant School - Our Staff Hard copy: available upon request – contact school	Free 5p per page
School session times and term dates	Website: The Avenue Infant School - Opening hours and Term Dates Hard copy: available upon request – contact school	Free 5p per page
Address of school and contact details, including email address	Website: The Avenue Infant School - Contact Details Hard copy: available upon request – contact school	Free 5p per page





Class two: 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)

Information	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy: available upon request – contact school	5p per page
Capital funding	Hard copy: available upon request – contact school	5p per page
Financial audit reports	Hard copy: available upon request – contact school	5p per page
Details of expenditure, items over £2,000 – published at least annually but at a more frequent quarterly or six month interval where practical	Hard copy: available upon request – contact school	5p per page
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 behalf (for example a local authority)	Hard copy: available upon request – contact school	5p per page
Pay policy	Hard copy: available upon request – contact school	5p per page
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: available upon request – contact school	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries of senior staff (Senior Leadership Team or equivalent as above) in bands od £10,000; for more junior posts, by salary range.	Hard copy: available upon request – contact school	5p per page
Governors' allowance that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request – contact school	5p per page

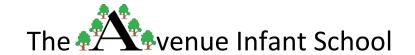




Class three: What are priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)

inspections and reviews) (current information, as a minimum)		
Information	How the information can be obtained	Cost
School profile (if any) And in all cases: • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report	Website: The Avenue Infant School - Ofsted Website: The Avenue Infant School - Find school and college performance data in England - GOV.UK (find- school-performance-data.service.gov.uk)	Free
Post-inspection action plan	Hard copy: available upon request – contact school	5p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request – contact school	5p per page
Performance data or a direct link to it	Website: The Avenue Infant School - Find school and college performance data in England - GOV.UK (find-school-performance-data.service.gov.uk)	Free
	Hard copy: available upon request – contact school	5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request – contact school	5p per page
Safeguarding and child protection	Website: The Avenue Infant School - Safeguarding	Free
	Hard copy: available upon request – contact school	5p per page





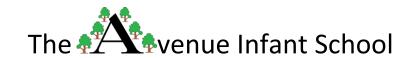
Class four: How we make decisions (decision making processes and records of decisions) (current and process three
years, as a minimum)

Information	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Website: The Avenue Infant School - Admissions Hard copy: available upon request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meeting)	Hard copy: available upon request – contact school	5p per page

Class five: Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (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 English Government. These will include policies for handling information requests).

Information	How the information can be obtained	Cost
Decords management and neground data naticing including	Websites The Avenue Infant School Deligies	Fron
Records management and personal data policies, including:	Website: The Avenue Infant School - Policies	Free
Information security policies	Hand acres available was a second acres as a second	F.,
 Records retention, destruction and archive policies 	Hard copy: available upon request – contact school	5p per page
Data protection (including information sharing)		
Charging regimes and policies	Website: The Avenue Infant School - Policies	Free
This should include details of any statutory charging regimes. Charging policies		
should include charges made for information routinely published. They should	Hard copy: available upon request – contact school	5p per page
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').		

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Class six: Lists and registers (currently maintained lists and registers only: this does not include the attendance	ce
register).	

register).			
Information	How the information can be obtained	Cost	
Curriculum circulars and statutory instruments	Website: The Avenue Infant School - Curriculum	Free	
	Hard copy: available upon request – contact school	5p per page	
Disclosure logs	Inspection only – contact school	Free	
Asset register	Inspection only – contact school	Free	
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free	





Class seven: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only).

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Information	How the information can be obtained	Cost
Extra-curricular activities	Website: The Avenue Infant School - Extra Curricular Activities & Clubs	Free
	Hard copy: available upon request – contact school	5p per page
Out of school clubs	Website: The Avenue Infant School - Breakfast Club & After School Club	Free
	Hard copy: available upon request – contact school	5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: The Avenue Infant School - Policies	Free
	Hard copy: available upon request – contact school	5p per page
School publications, leaflets, books and newsletters	Website: The Avenue Infant School - Current Newsletters	Free
	Hard copy: available upon request – contact school	5p per page