

# Information available from St Martin's C of E Primary and Nursery under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<b>Class 1 - Who we are and what we do</b> (Current information only)		
Information about us	(hard copy and/or website) <a href="https://www.stmartinscranbrook.devon.sch.uk/">https://www.stmartinscranbrook.devon.sch.uk/</a>	Free
School Contact details	<a href="https://www.stmartinscranbrook.devon.sch.uk/contact">https://www.stmartinscranbrook.devon.sch.uk/contact</a>	Free
Head teacher's contact details	<a href="https://www.stmartinscranbrook.devon.sch.uk/contact">https://www.stmartinscranbrook.devon.sch.uk/contact</a>	Free
Who's who in the school/academy	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/meet-our-staff/125919">https://www.stmartinscranbrook.devon.sch.uk/page/meet-our-staff/125919</a>	Free

Who's who on the governing body	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/governor-profiles/125996">https://www.stmartinscranbrook.devon.sch.uk/page/governor-profiles/125996</a>	Free
Governing body's contact details	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/governors-overview/128340">https://www.stmartinscranbrook.devon.sch.uk/page/governors-overview/128340</a>	Free
Instrument of Government	Hardcopy: Available upon request. Contact <a href="mailto:clerk@stmartinscranbrook.devon.sch.uk">clerk@stmartinscranbrook.devon.sch.uk</a>	5p per page
School session times and term dates	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/term-dates-school-opening-hours/125987">https://www.stmartinscranbrook.devon.sch.uk/page/term-dates-school-opening-hours/125987</a>	Free
<b>Class 2 – What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit		
	(hard copy and/or website)	
Annual budget and financial statements	Hardcopy: Available upon request. Contact the school	5p per page
Capital funding	Hardcopy: Available upon request. Contact the school	5p per page
Financial Audits reports	Hardcopy: Available upon request. Contact the school	5p per page
Details of expenditure items over £2000	Hardcopy: Available upon request. Contact the school	5p per page
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hardcopy: Available upon request. Contact the school	5p per page

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hardcopy: Available upon request. Contact the school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy: Available upon request. Contact the school	5p per page
Procurement and contracts we have entered into	Hardcopy: Available upon request. Contact the school	5p per page
Details of any premiums we receive such as Pupil premium.	Hardcopy: Available upon request. Contact the school	5p per page
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews - Current information as a minimum		
	(hard copy or website)	
Latest Ofsted Report	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/ofsted/125917">https://www.stmartinscranbrook.devon.sch.uk/page/ofsted/125917</a>	Free
Performance tables	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/headline-data/125918">https://www.stmartinscranbrook.devon.sch.uk/page/headline-data/125918</a>	Free

The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hardcopy: Available upon request. Contact the school	5p per page
School profile and performance data supplied to the English Government	<a href="https://www.find-school-performance-data.service.gov.uk/school/113351/st-martin's-cofe-primary-%26-nursery-school/primary">https://www.find-school-performance-data.service.gov.uk/school/113351/st-martin's-cofe-primary-%26-nursery-school/primary</a>	Free
Data Protection impact assessments (in full or summary format)	Hardcopy: Available upon request. Contact the school	5p per page
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions (current and previous three years as a minimum)		
Admissions policy and, where applicable, admission decisions	(hard copy or website) <a href="https://www.stmartinscranbrook.devon.sch.uk/page/admission-policies/126006">https://www.stmartinscranbrook.devon.sch.uk/page/admission-policies/126006</a>	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/governor-meetings/125997">https://www.stmartinscranbrook.devon.sch.uk/page/governor-meetings/125997</a>	Free

<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)		
	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/policies/126005">https://www.stmartinscranbrook.devon.sch.uk/page/policies/126005</a>	Free
Safeguarding and child protection, including protecting children's personal data	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/safeguarding-policies/126011">https://www.stmartinscranbrook.devon.sch.uk/page/safeguarding-policies/126011</a>	Free
Equality and Diversity	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/safeguarding-policies/126011">https://www.stmartinscranbrook.devon.sch.uk/page/safeguarding-policies/126011</a>	Free
Policies and procedures relating to recruitment and human resources	Hardcopy: Available upon request. Contact the school	5p per page
Special educational needs	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/sen-d-and-behaviour-policies/126013">https://www.stmartinscranbrook.devon.sch.uk/page/sen-d-and-behaviour-policies/126013</a>	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/complaints-policies/126007">https://www.stmartinscranbrook.devon.sch.uk/page/complaints-policies/126007</a>	Free
	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/data-protectiongdpr-policies/126008">https://www.stmartinscranbrook.devon.sch.uk/page/data-protectiongdpr-policies/126008</a>	Free

Pay Policy	Hardcopy: Available upon request. Contact the school	5p per page
Records management (Information security policies Records retention, destruction and archive policies)	Hardcopy: Available upon request. Contact the school	5p per page
Data protection (including information sharing)	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/data-protectiongdpr-policies/126008">https://www.stmartinscranbrook.devon.sch.uk/page/data-protectiongdpr-policies/126008</a>	Free
Charging regimes and policies	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/finance-policies/126009">https://www.stmartinscranbrook.devon.sch.uk/page/finance-policies/126009</a>	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/curriculum/125958">https://www.stmartinscranbrook.devon.sch.uk/page/curriculum/125958</a>	Free
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only – contact school	Free
Asset register and Information Asset register	Inspection only – contact school	Free
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact school	Free

<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 (current information only)		
	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Contact the school for information	Free
Out of school clubs	Contact the school for information	Free
Services for which we are entitled to recover a fee, together with those fees	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/finance-policies/126009">https://www.stmartinscranbrook.devon.sch.uk/page/finance-policies/126009</a>	Free
Our publications, leaflets, books and newsletters	<a href="https://www.stmartinscranbrook.devon.sch.uk/page/parents/125981">https://www.stmartinscranbrook.devon.sch.uk/page/parents/125981</a>	Free

## 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	CHARGE
<b>Disbursement cost</b>	Photocopying @ pence per sheet (black & white)	Actual cost *	5p per sheet

	Photocopying @ pence per sheet (colour)	Actual cost	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	68p letter and £1.05 for large letter
<b>Statutory Fee</b>	In accordance with the relevant legislation		Not applicable

\* the actual cost incurred

Review Date: March 2024

Staff member responsible: School Business Manager (no governor approval required)

Review Term: Annual

Next review: Spring 2025