



# Information available from Teversham C of E School under the model publication scheme

We referred to the Information Commissioner’s Office (ICO) ‘[Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

When we publish information online, find it by clicking on the links in the document. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>  Information about us; our structures, locations and contacts  Current information only	Website: <a href="https://www.tevershamschool.co.uk/">https://www.tevershamschool.co.uk/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website: <a href="https://www.tevershamschool.co.uk/contact-details/">https://www.tevershamschool.co.uk/contact-details/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
Head teacher’s contact details	Website: <a href="https://www.tevershamschool.co.uk/contact-details/">https://www.tevershamschool.co.uk/contact-details/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
Who’s who in the school	Website: <a href="https://www.tevershamschool.co.uk/whos-who/">https://www.tevershamschool.co.uk/whos-who/</a>	Free

	Hard copy: Available on request from the school office	See charges schedule below
	Website: <a href="https://www.tevershamschool.co.uk/governors/">https://www.tevershamschool.co.uk/governors/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
Governing body's contact details	Website: <a href="https://www.tevershamschool.co.uk/contact-details/">https://www.tevershamschool.co.uk/contact-details/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
Instrument of Government	Website: <a href="https://www.tevershamschool.co.uk/governors/">https://www.tevershamschool.co.uk/governors/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
School session times and term dates	Website: <a href="https://www.tevershamschool.co.uk/term-dates-and-school-hours/">https://www.tevershamschool.co.uk/term-dates-and-school-hours/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
<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  Current and previous financial year as a minimum	Hard copy: Available on request from the school office	See charges schedule below
Annual budget and financial statements	Hard copy: Available on request from the school office	See charges schedule below
Capital funding	Hard copy: Available on request from the school office	See charges schedule below
Financial Audits reports	Hard copy: Available on request from the school office	See charges schedule below

Details of expenditure items over £2000	Hard copy: Available on request from the school office	See charges schedule below
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, levels of pay identified by salary range	Hard copy: Available on request from the school office	See charges schedule below
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: Available on request from the school office	See charges schedule below
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: Available on request from the school office	See charges schedule below
Procurement and contracts we have entered into/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Hard copy: Available on request from the school office	See charges schedule below
Details of any premiums we receive such as Pupil premium.	Hard copy: Available on request from the school office	See charges schedule below
<b>Class 3 – What our priorities are and how we are doing</b>	Website: <a href="https://www.tevershamschool.co.uk/">https://www.tevershamschool.co.uk/</a>	Free
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy: Available on request from the school office	See charges schedule below
Current information as a minimum		
Latest reports from the regulators, Ofsted and SIAMS - Summary - Full report - Post-inspection action plan	Website: <a href="https://www.tevershamschool.co.uk/ofsted-and-siams-inspections/">https://www.tevershamschool.co.uk/ofsted-and-siams-inspections/</a>	Free
as applicable	Hard copy: Available on request from the school office	See charges schedule below
Exam and assessment results	Website: <a href="https://www.tevershamschool.co.uk/performance-data/">https://www.tevershamschool.co.uk/performance-data/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below

Performance tables	Website: <a href="https://www.compare-school-performance.service.gov.uk/school/110834/teversham-cofe-va-primary-school">https://www.compare-school-performance.service.gov.uk/school/110834/teversham-cofe-va-primary-school</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
Future plans for the school if applicable e.g. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy: Available on request from the school office	See charges schedule below
School profile and performance data supplied to the English Government	Website: <a href="https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/110834">https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/110834</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
Impact assessments if in place at the time of the request and appropriate and relevant (e.g. data protection, health and safety, equality)	Hard copy: Available on request from the school office	See charges schedule below
<b>Class 4 – How we make decisions</b>  Decision making processes and records of decisions  Current and previous three years as a minimum	Website: <a href="https://www.tevershamschool.co.uk/">https://www.tevershamschool.co.uk/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	Websites: <a href="https://www.tevershamschool.co.uk/admissions/">https://www.tevershamschool.co.uk/admissions/</a>  <a href="https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/school-allocation-information">https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/school-allocation-information</a>	
	Hard copy: Available on request from the school office	See charges schedule below

Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: Available on request from the school office	See charges schedule below
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only	Website: <a href="https://www.tevershamschool.co.uk/key-policies/">https://www.tevershamschool.co.uk/key-policies/</a>	
	Hard copy: Available on request from the school office	See charges schedule below
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Website: <a href="https://www.tevershamschool.co.uk/vision-and-values/">https://www.tevershamschool.co.uk/vision-and-values/</a>  <a href="https://www.tevershamschool.co.uk/key-policies/">https://www.tevershamschool.co.uk/key-policies/</a>	
	Hard copy: Available on request from the school office	See charges schedule below
Safeguarding and child protection, including protecting children’s personal data	Website: <a href="https://www.tevershamschool.co.uk/key-policies/">https://www.tevershamschool.co.uk/key-policies/</a>	
	Hard copy: Available on request from the school office	See charges schedule below
Equality and Diversity	Website: <a href="https://www.tevershamschool.co.uk/key-policies/">https://www.tevershamschool.co.uk/key-policies/</a>	
	Hard copy: Available on request from the school office	See charges schedule below
Policies and procedures relating to recruitment and human resources	Hard copy: Available on request from the school office	See charges schedule below
Special educational needs	Website: <a href="https://www.tevershamschool.co.uk/key-policies/">https://www.tevershamschool.co.uk/key-policies/</a>	
	Hard copy: Available on request from the school office	See charges schedule below
Complaints policies and procedures (including those covering handling requests for	Website: <a href="https://www.tevershamschool.co.uk/key-policies/">https://www.tevershamschool.co.uk/key-policies/</a>	

information and operating the publication scheme)	Hard copy: Available on request from the school office	See charges schedule below
Pay Policy	Hard copy: Available on request from the school office	See charges schedule below
Data protection	Website: <a href="https://www.tevershamschool.co.uk/key-policies/">https://www.tevershamschool.co.uk/key-policies/</a>	
	Hard copy: Available on request from the school office	See charges schedule below
Charging and remissions	Website: <a href="https://www.tevershamschool.co.uk/key-policies/">https://www.tevershamschool.co.uk/key-policies/</a>	
	Hard copy: Available on request from the school office	See charges schedule below
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register)	Website: <a href="https://www.tevershamschool.co.uk/">https://www.tevershamschool.co.uk/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below
	Some information may only be available by inspection	
Curriculum circulars and statutory instruments if applicable	Hard copy: Available on request from the school office	See charges schedule below
Disclosure logs, i.e. information provided in response to FOIA/EIR requests, if applicable	Hard copy: Available on request from the school office	See charges schedule below
Asset register and Information Asset register if in place at the time of the request	Hard copy: Available on request from the school office	See charges schedule below
Any information we are currently legally required to hold in publicly available registers	Hard copy: Available on request from the school office	See charges schedule below
	Some information may only be available for inspection	
<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	Website: <a href="https://www.tevershamschool.co.uk/">https://www.tevershamschool.co.uk/</a>	Free
	Hard copy: Available on request from the school office	See charges schedule below

Current information only		
Extra-curricular activities and out of school clubs	Hard copy: Available on request from the school office	See charges schedule below
Services for which we are entitled to recover a fee, together with those fees	Hard copy: Available on request from the school office	See charges schedule below
Requests for paper copies of information	Hard copy: Available on request from the school office	See charges schedule below
Any publications, leaflets, books and newsletters as applicable (including weekly school newsletter)	Hard copy: Available on request from the school office	See charges schedule below

### **Schedule of charges**

Photocopying (black and white): 2 pence per sheet

Photocopying (colour): 6 pence per sheet

Postage: Royal Mail standard second class

Statutory Fee (if applicable): In accordance with relevant legislation