

Guide to the information available from the United Schools Trust under the model publication scheme.

| Information to be published. | How the information can be obtained | Cost |
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| Class 1 - Who we are and what we do The United Schools Trust | The school prospectus can be viewed on each individual website and hard copies available via the school offices. | Nil |
| Website addresses:- www.kingsteignton.school.org | | |
| Who's who in the school:- Dr. Penny Fitch - Principal | Further details available on the school websites and/or hard copies of | Nil |

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| | the school prospectus. | |
| Who's who on the governing body / board of governors and the basis of their appointment | Board of Trustees - full details available on the school websites | Nil |
| Instrument of Government | Available from the Clerk to Trustees via the school office. | Nil |
| Contact details for the Principal and for the Board of Trustees, via the school (named contacts where possible). | Available from the school offices and/or the school websites. | Nil |
| School prospectus | Hard copies available from the school offices or electronic copies via the school website. | Nil |
| Annual Report | No longer required | N/A |
| Staffing structure | See school prospectus - as mentioned above | Nil |
| School session times and term dates 9.00 a.m. - 3.15 p.m. | Full details available via the school offices, newsletters, notice boards, websites. Paper copies available via the school offices. | |

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| <p>Address of school and contact details, including email address. Kingsteignton School c/o St. Michael's C. of E. VC Nursery & Primary School, Church Street, Kingsteignton, Newton Abbot, Devon, TQ12 3BQ 01626 352854 info@kingsteignton.school.org 01626 241166</p> | <p>Full information available via the school offices, or websites.</p> <p>Or by telephone enquiry to the school offices.</p> | |
| <p>Class 2 - What we spend and how we spend it</p> | | |
| <p>Annual budget plan and financial statements</p> | <p>By written request to the <i>Chair of Trustees</i></p> | <p>Nil</p> |
| <p>Capital funding</p> | <p>As above</p> | |
| <p>Financial audit reports</p> | <p>As above</p> | |
| <p>Details of expenditure items over £2000</p> | <p>As above</p> | |
| <p>Procurement and contracts the school has entered into, or information</p> | <p>As above</p> | |

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| relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | | |
| Pay policy | As above | |
| 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. | As above | |
| 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; for more junior posts, by salary range. | As above | |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | As above | |
| Class 3 - What our priorities are and how we are doing | | |
| School profile - no longer applicable | School websites or by | Nil |

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| <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | <p>written request to the Chair of Trustees</p> <p>Performance data and latest Ofsted information available on the school website or hard copies available via the school office.</p> <p>Post inspection action plan - details available by written request to the Chair of Trustees</p> | |
| <p>Performance management policy and procedures adopted by the governing body.</p> | <p>Written request to the Chair of Trustees</p> | <p>Nil</p> |
| <p>Performance data or a direct link to it</p> | <p>Written request to the Chair of Trustees</p> | <p>Nil</p> |
| <p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p> | <p>Written request to the Chair of Trustees</p> | <p>Nil</p> |
| <p>Safeguarding and child protection</p> | <p>Safeguarding Policy available via the school</p> | <p>Nil</p> |

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| | website and further details by written request to the Chair of Trustees | |
| Class 4 - How we make decisions | | |
| Admissions policy/decisions (not individual admission decisions) - where applicable | Available on school websites. | |
| 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). | By written request to the Chair of Trustees | Nil |
| Class 5 - Our policies and procedures <ul style="list-style-type: none"> ▪ Admissions Policies (3 years) ▪ Anti bullying ▪ Behaviour ▪ Charging & Remissions ▪ Collective Worship ▪ Complaints ▪ Curriculum Policy ▪ Data Protection ▪ E safety | Full list of policies and procedures available on the school websites. Individual policies may be available upon written request to the Chair of Trustees. | Nil |

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| <ul style="list-style-type: none"> ▪ Equality ▪ Exclusions ▪ Freedom of Information ▪ Health & Safety ▪ Homework ▪ Safeguarding/Child protection ▪ SEND (Special Needs) ▪ Uniform | | |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) | As above | Nil |
| Charging regimes and policies. | Charging Policy available on the school websites or hard copy available via written request to the Chair of Trustees | Nil |
| <p>Class 6 – Lists and Registers</p> <p>(this does not include the attendance register)</p> | (hard copy or website; some information may only be available by inspection) | |

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| Curriculum circulars and statutory instruments | By written request to the Clerk to Trustees | |
| Disclosure logs | Hard copy available for inspection only | |
| Asset register | Hard copy available for inspection only | |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy available for inspection only | |
| Class 7 – The services we offer | | |
| Extra-curricular activities | Available on the school websites, via newsletters and posters. Hard copies may also be requested via the school offices. | Nil |
| Out of school clubs | As above | |
| Services for which the school is entitled to recover a fee, together with those fees | Extra curricular pupil residential activities, out of school hours may be offered with covering costs where applicable. | |



Information Commissioner's Office

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| School publications, leaflets, books and newsletters | Newsletters, leaflets and other documents available on the website and also available in hardcopy upon request. | |
| Additional Information | | |
| Requests should be addressed to:- Chair of Trustees, United Schools Trust, c/o St. Michael's C. of E. Nursery & Primary School, Church Street, Kingsteignton, Newton Abbot, Devon. TQ12 3BQ 01626 352854 info@kingsteignton-school.org | | |

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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 |
|--------------------------|---------------------------------------|--------------------------|
| Disbursement cost | Photocopying/printing (black & white) | Photocopying and postage |
| | Photocopying (colour) | Photocopying and postage |
| | Postage | Postage |
| Statutory Fee | | |
| Other | | |