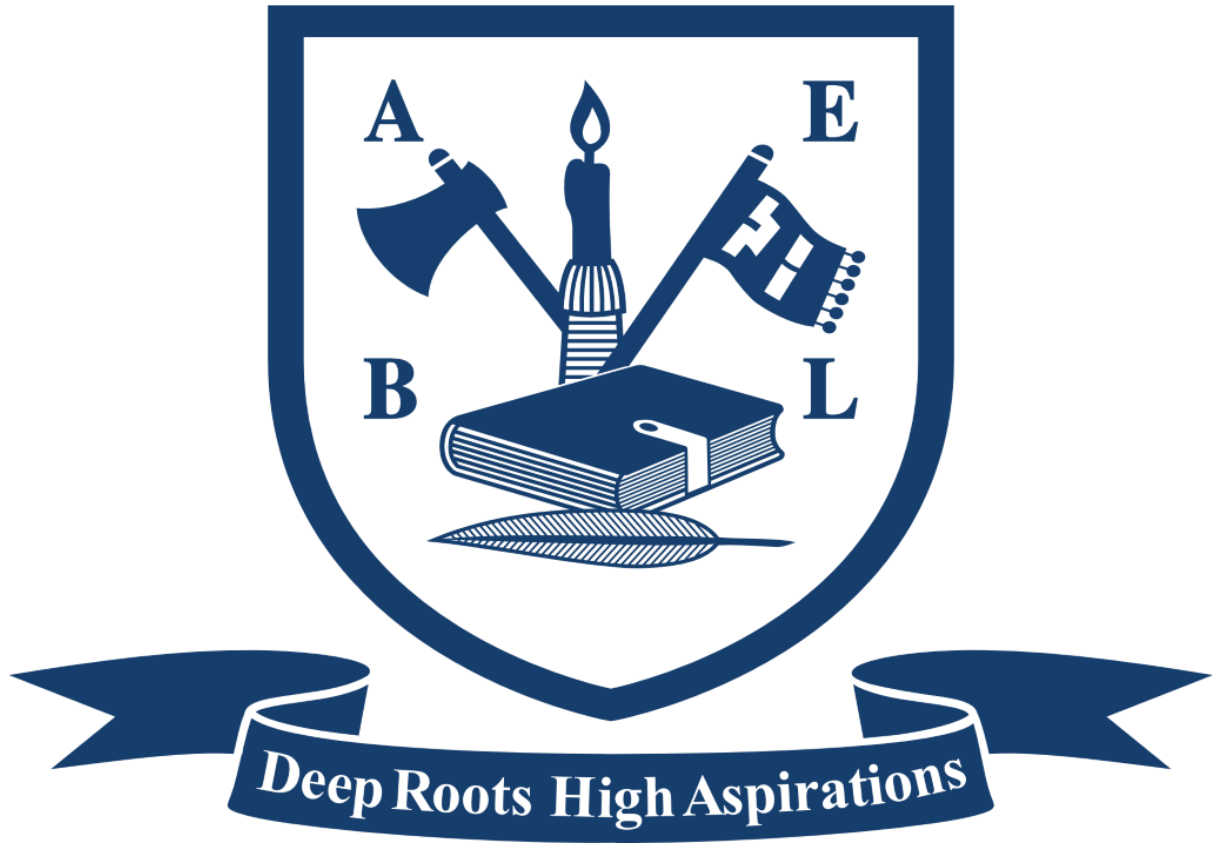


# KNEBWORTH

Primary and Nursery School



## ICO Publication Schedule

*This policy is reviewed on an annual basis  
Next review date: September 2023*

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## Class 1 - Who we are and what we do

Information to be published	How the information can be obtained
This will be current information only	<a href="#">School website</a>
Who's who in the school	<a href="#">School website</a>
Who's who on the governing body and the basis of their appointment	<a href="#">School website</a>
Attendance record of governors	<a href="#">School website</a>
Instrument of Government	<a href="#">School website</a>
Address and contact details for the school, contact details for the Head teacher and for the governing body (named contacts where possible)	<a href="#">School website</a>
School Parent Handbook	<a href="#">School website</a>
School session times and term dates	<a href="#">School website</a>

## Class 2 - What we spend and how we spend it

Annual budget plan and financial statements	Hard copy available upon request
Capital funding	Hard copy available upon request
Financial audit reports	Hard copy available upon request
Procurement and contracts the school has entered into	Hard copy available upon request
Pay policy	Hard copy available upon request
Staffing structure	Hard copy available upon request

### Class 3 - What our priorities are and how we are doing

School profile <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>	<a href="#">External website</a> <a href="#">External website</a>
Teacher appraisal and capability procedures	Hard copy available upon request
Schools Development Plan (short and long term)	Hard copy available upon request

### Class 4 - How we make decisions

Admissions policy/decisions (not individual admission decisions)	<a href="#">Primary - external website</a> <a href="#">Nursery – school website</a>
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy available upon request
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meetings.	Hard copy available upon request

### Class 5 - Our policies and procedures

School policies including: <ul style="list-style-type: none"><li>• Charging and remissions policy</li><li>• Complaints procedure</li><li>• Equality Act statement</li><li>• Equality objectives</li></ul>	<a href="#">School website</a>
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Student and curriculum policies, including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Special educational needs</li> <li>• Behaviour</li> <li>• Pupil Premium</li> <li>• PE and Sports premium</li> </ul>	<a href="#">School website</a> <a href="#">School website</a> <a href="#">School website</a> <a href="#">School website</a> <a href="#">School website</a>
Records management and personal data policies, including: ☒ Information security policies <ul style="list-style-type: none"> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul> Privacy notices	Hard copy available upon request  <a href="#">School website</a>

### **Class 6 - Lists and Registers**

Currently maintained lists and registers only	Inspection only
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### **Class 7 - The services we offer**

Extra-curricular activities	<a href="#">School website</a> Parentmail <sup>1</sup>
School publications	<a href="#">School website</a>
Services for which the school is entitled to recover a fee, together with those fees	<a href="#">School website</a>
Newsletters	<a href="#">School website</a> Parentmail <sup>2</sup>

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<sup>1</sup> Parentmail is available to parents and carers and school staff and governors only

<sup>2</sup> See Note 2



### Schedule of Charges

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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<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

