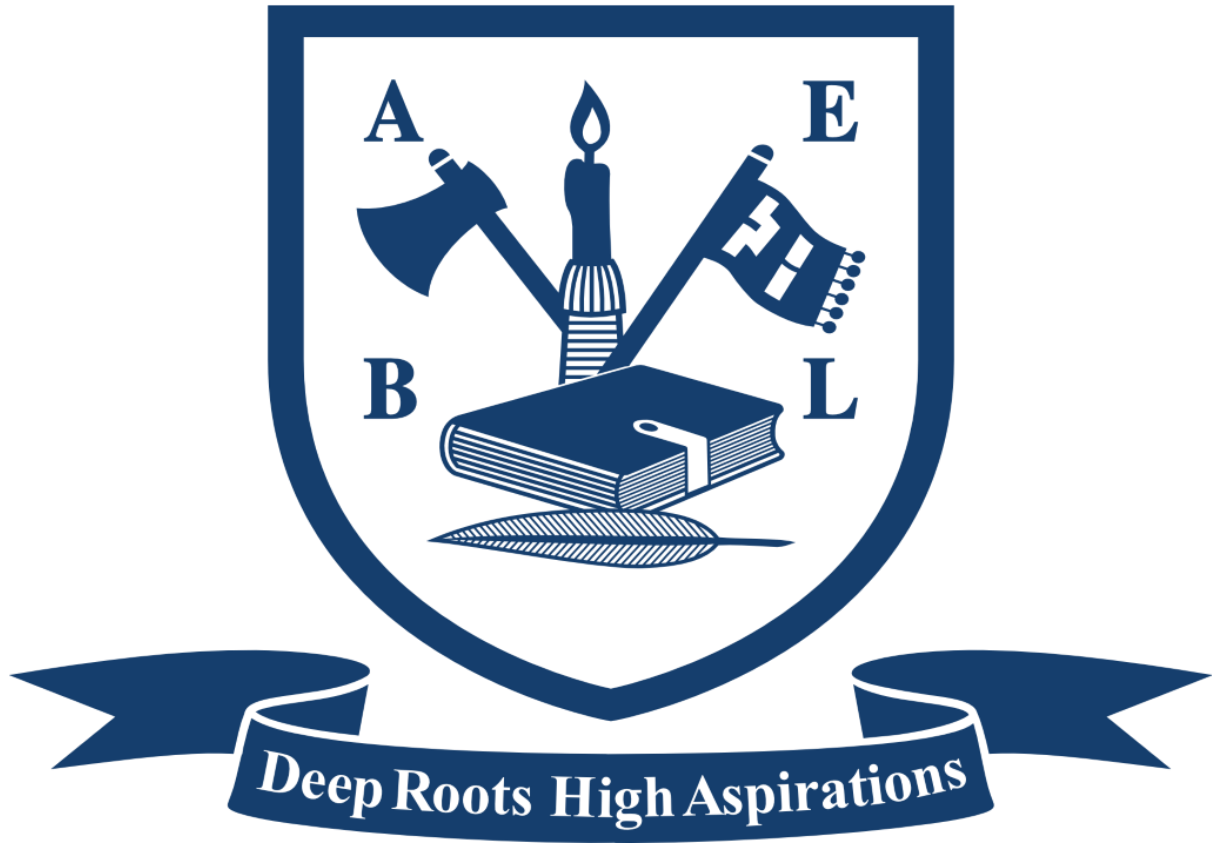


KNEBWORTH

Primary and Nursery School



ICO Publication Schedule

*This policy is reviewed on an annual basis
Next review date: December 2022*

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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	School website
Who's who in the school	School website
Who's who on the governing body and the basis of their appointment	School website
Attendance record of governors	School website
Instrument of Government	School website
Address and contact details for the school, contact details for the Head teacher and for the governing body (named contacts where possible)	School website
School Parent Handbook	School website
School session times and term dates	School website

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">• Government supplied performance data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report	External website External website
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)	Primary - external website Nursery – school website
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">• Charging and remissions policy• Complaints procedure• Equality Act statement• Equality objectives	School website
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Student and curriculum policies, including: <ul style="list-style-type: none"> • Curriculum • Special educational needs • Behaviour • Pupil Premium • PE and Sports premium 	School website School website School website School website School website
Records management and personal data policies, including: ☒ Information security policies <ul style="list-style-type: none"> • Records retention destruction and archive policies • Data protection (including information sharing policies) Privacy notices	Hard copy available upon request School website

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	School website Parentmail ¹
School publications	School website
Services for which the school is entitled to recover a fee, together with those fees	School website
Newsletters	School website Parentmail ²

¹ Parentmail is available to parents and carers and school staff and governors only

² 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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 nd class
		* the actual cost incurred by the public authority

