

## Information available from Engayne Primary School under the model publication scheme

This 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.

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a></p> <p>By telephone 01708 223492</p>	No cost
<p>Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a></p> <p>By telephone 01708 223492</p>	No cost
<p>Head teacher's contact details</p>	<p>Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a></p> <p>By email: contact@engayne.co.uk</p>	No cost
<p>Who's who in the school</p>	<p>Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'year groups' tab</p>	No cost
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p>	<p>Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'governors' tab</p>	No cost

Governing body's contact details	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'governors' tab	No cost
Instrument of Government / Articles of Association	Available on request: contact@engayne.co.uk	No Cost
School prospectus	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> Select 'our school' tab followed by ;'prospectus' tab	No Cost
School session times and term dates	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> Select 'parents pages' followed by 'term dates'	No Cost
<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	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> Select 'our school' tab followed by required information, for example Benchmarking, Sports premium, Pupil premium	No Cost
Financial Audits reports	Available on request: contact@engayne.co.uk	No Cost
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Available on request: contact@engayne.co.uk	No Cost
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Available on request: contact@engayne.co.uk	No Cost
Procurement and contracts we have entered into	Available on request: contact@engayne.co.uk	No Cost

Details of any premiums we receive such as Pupil premium.	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'Pupil Premium' tab'	No Cost
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>		
<p>Latest reports from regulators (Ofsted)</p> <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> <li>- Post-inspection action plan</li> </ul>	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'OFSTED' tab	No Cost
Exam and assessment results	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by SATs results' tab	No Cost
Performance tables	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'benchmarking' tab	No Cost
Careers programme information	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> Click on 'Havering Train 2 Teach' logo	No Cost
The school's future plans. E.g. Proposals for and any consultation on the future of our school, such as a change in status.	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> As and when required	No Cost

School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> Select 'our school' tab followed by 'benchmarking/SATs results' etc tab	No Cost
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Via e mail: <a href="mailto:dpo@engayne.co.uk">dpo@engayne.co.uk</a> or <a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>	No Cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a>  select 'our school' tab followed by 'policies' tab Havering Local Offer	No Cost

Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Committees & attendance Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'governors' tab Agendas & Minutes of Meeting held in school office.	No cost
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'policies' tab	No cost
Safeguarding and child protection, including protecting children's personal data	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'policies' tab	No cost
Equality and Diversity	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'policies' tab	No cost
Policies and procedures relating to recruitment and human resources	Available on request: contact@engayne.co.uk	No cost
Special educational needs	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab followed by 'policies' tab	No cost

Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	By e mail: <a href="mailto:contact@engayne.co.uk">contact@engayne.co.uk</a>  Data enquiries: <a href="mailto:dpo@engayne.co.uk">dpo@engayne.co.uk</a> or <a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>	No cost (charges may be incurred for onerous data requests requiring considerable time input & copying)
Pay Policy  Staff pay – details of senior staff salaries in bands of £10,000. For all other	Available on request: <a href="mailto:contact@engayne.co.uk">contact@engayne.co.uk</a>	No cost
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select our school' tab followed by 'policies' tab	No cost
Charging regimes and policies	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select our school' tab followed by 'policies' tab	No cost
<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	Via on line communication Parent Pay.	No cost
CCTV	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select our school' tab	No cost

Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	followed by 'policies' tab Data Protection Policy	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Via our dedicated data request e mail: <a href="mailto:dpo@engayne.co.uk">dpo@engayne.co.uk</a> or <a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>	No cost
Asset register and Information Asset register	Available on request: <a href="mailto:contact@engayne.co.uk">contact@engayne.co.uk</a>	No cost
Any information we are currently legally required to hold in publicly available registers	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a> select 'our school' tab	No cost
<p><b>Class 7 – The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>		
Extra-curricular activities	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a>  By telephone 01708 223492  By visiting the school office	No cost
Out of school clubs	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a>  By telephone 01708 223492	No cost

	By visiting the school office	
Services for which we are entitled to recover a fee, together with those fees	Via our dedicated data request e mail: dpo@engayne.co.uk	Cost may be payable if large amounts of information require copying.
Requests for paper copies of information	Via our dedicated data request e mail: dpo@engayne.co.uk	
Our publications, leaflets, books and newsletters	Via our website <a href="http://www.engayne.co.uk">www.engayne.co.uk</a>  By telephone 01708 223492  By visiting the school office  Parentpay communication with parents	No cost
<b>Additional Information</b>  Any information that is not itemised in the lists above		

## 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
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (mono)	Actual cost *



	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred