



## Information available from **Mundella Primary School** under the model publication scheme

Information to be published	How you can obtain the information	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	<p>10p a per page for hard copy</p>
<p>Head teacher's contact details</p>	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	<p>10p a per page for hard copy</p>
<p>Who's who in the school</p>	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	<p>10p a per page for hard copy</p>

Who's who on the governing body / board of governors and selection criteria for appointment	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
School prospectus	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
School session times and term dates	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
<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	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Annual budget and financial statements	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Capital funding	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Details of expenditure items over £2000	<b>HARD COPY:</b> available on request	10p a per page for hard copy

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Procurement and contracts we have entered into	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Details of any premiums we receive such as Pupil premium.	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Latest reports from Ofsted - Summary - Full report - Post-inspection action plan	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Exam and assessment results	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy

Performance tables	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
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)	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
<b>Class 4 – How we make decisions</b>  Admissions policy and, where applicable, admission decisions ( <i>e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Agendas and minutes of meetings of the governing body and its	<b>HARD COPY:</b> available on request	10p a per page for hard copy

committees, unless an exemption applies to the information or parts of it.		
<p><b>Class 5 – Our policies and procedures</b></p> <p>School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.</p>	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	10p a per page for hard copy
Safeguarding and child protection, including protecting children's personal data	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	10p a per page for hard copy
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	10p a per page for hard copy
Policies and procedures relating to recruitment and human resources	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	10p a per page for hard copy
Special educational needs	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	10p a per page for hard copy
Complaints policies and procedures (including those covering handling	<p><b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a>  <b>HARD COPY:</b> available on request</p>	10p a per page for hard copy

requests for information and operating the publication scheme)		
Pay Policy	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Charging regimes and policies	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
<b>Class 6 – Lists and Registers</b>		
Curriculum circulars and statutory instruments	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Asset register and Information Asset register	<b>HARD COPY:</b> available on request	10p a per page for hard copy

Any information we are currently legally required to hold in publicly available registers	<b>HARD COPY:</b> available on request	10p a per page for hard copy
<b>Class 7 – The services we offer</b>		
Extra-curricular activities	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Out of school/academy clubs	<b>WEBSITE:</b> <a href="http://www.mundella.sheffield.sch.uk">www.mundella.sheffield.sch.uk</a> <b>HARD COPY:</b> available on request	10p a per page for hard copy
Services for which we are entitled to recover a fee, together with those fees	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Requests for paper copies of information	<b>HARD COPY:</b> available on request	10p a per page for hard copy
Our publications, leaflets, books and newsletters	<b>HARD COPY:</b> available on request	10p a per page for hard copy

## **Schedule of charges**

This describes how the charges have been arrived at:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	As per 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