

**ST GILES NURSERY SCHOOL****Published Guide to Information**

| <b>Information</b>   | <b>How the information can be obtained</b>   | <b>Cost</b>         |
|--|--|---------------------|
| <b>Class one: who we are and what we do (organisation information, structures and contacts) (current information only)</b> |  |                     |
| Who's who in the school  | <b>Website:</b> <a href="https://www.lincolnstgilesnursery.co.uk/our-learning-team">https://www.lincolnstgilesnursery.co.uk/our-learning-team</a><br><b>Hard copy:</b> Available upon request – contact school                           | Free<br>5p per copy |
| Who's who on the Governing Body and the basis of their appointment   | <b>Website:</b> <a href="https://www.lincolnstgilesnursery.co.uk/governing-body">https://www.lincolnstgilesnursery.co.uk/governing-body</a><br><b>Hard copy:</b> Available upon request – contact school                                 | Free<br>5p per copy |
| Instrument of Governance/Articles of Association   | <b>Website:</b> <a href="https://www.lincolnstgilesnursery.co.uk/governing-body">https://www.lincolnstgilesnursery.co.uk/governing-body</a><br><b>Hard copy:</b> Available upon request – contact school                                 | Free<br>5p per copy |
| Contact details for the Headteacher and for the Governing Body, via the school (named contacts where possible)             | <b>Website:</b> <a href="https://www.lincolnstgilesnursery.co.uk/">https://www.lincolnstgilesnursery.co.uk/</a><br><b>Hard copy:</b> Available upon request – contact school   | Free<br>5p per copy |
| Staffing Structure   | <b>Website:</b> <a href="https://www.lincolnstgilesnursery.co.uk/our-learning-team">https://www.lincolnstgilesnursery.co.uk/our-learning-team</a><br><b>Hard copy:</b> Available upon request – contact school                           | Free<br>5p per copy |
| School session times and term dates  | <b>Website:</b> <a href="https://www.lincolnstgilesnursery.co.uk/funding-and-session-structures">https://www.lincolnstgilesnursery.co.uk/funding-and-session-structures</a><br><b>Hard copy:</b> Available upon request – contact school | Free<br>5p per copy |

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| <b>Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year as a minimum)</b> |  |             |
| Annual budget plan and financial statements  | Hard copy: available upon request – contact school | 5p per page |
| Capital funding  | Hard copy: available upon request – contact school | 5p per page |
| Financial audit reports  | Hard copy: available upon request – contact school | 5p per page |
| Details of expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical  | Hard copy: available upon request – contact school | 5p per page |
| Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)                        | Hard copy: available upon request – contact school | 5p per page |
| Pay Policy   | Hard copy: available upon request – contact school | 5p per page |
| 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 salary is at least £60,000 per annum)                        | Hard copy: available upon request – contact school | 5p per page |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries of senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000, for more junior posts, by salary range          | Hard copy: available upon request – contact school | 5p per page |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors   | Hard copy: available upon request – contact school | 5p per page |
|  |  |             |

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|--|--|-----------------------------|
| <b>Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)</b>                                 |  |                             |
| School Profile (if any)<br><br>An in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English Government or a direct link to the data</li> <li>The latest Ofsted report</li> </ul> | As a Maintained Nursery School we do not submit performance data to Government<br>Website: <a href="https://www.lincolnstgilesnursery.co.uk/">https://www.lincolnstgilesnursery.co.uk/</a><br>Website: <a href="https://reports.ofsted.gov.uk/provider/20/120365">https://reports.ofsted.gov.uk/provider/20/120365</a><br><br>Hard copy: available upon request – contact school | Free<br><br><br>5p per page |
| Performance Management Policy and procedures adopted by the Governing Body   | Hard copy: available upon request – contact school   | 5p per page                 |
| Performance data or a direct link to it  | As a Maintained Nursery School we are not required to submit Performance Data  |                             |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change of status   | Hard copy: available upon request – contact school   | 5p per page                 |
| Safeguarding and child protection  | Website: <a href="https://www.lincolnstgilesnursery.co.uk/key-policies-and-documents">https://www.lincolnstgilesnursery.co.uk/key-policies-and-documents</a><br>Hard copy: available upon request – contact school   | Free<br><br>5p per page     |
| <b>Class 4: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)</b>  |  |                             |
| Admissions Policy/decisions (not individual admission decisions)   | Website <a href="https://www.lincolnstgilesnursery.co.uk/key-policies-and-documents">https://www.lincolnstgilesnursery.co.uk/key-policies-and-documents</a><br>Hard copy: available upon request – contact school  | Free<br><br>5p per page     |
| Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)   | Hard copy: available upon request – contact school   | 5p per page                 |

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| <b>Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its</b>    |  |                     |
| Records management and personal data policies including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>  | Website <a href="https://www.lincolnstgilesnursery.co.uk/key-policies-and-documents">https://www.lincolnstgilesnursery.co.uk/key-policies-and-documents</a><br>Hard copy: available upon request – contact school          | Free<br>5p per page |
| Charging regimes and policies<br><br>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. | Website <a href="https://www.lincolnstgilesnursery.co.uk/key-policies-and-documents">https://www.lincolnstgilesnursery.co.uk/key-policies-and-documents</a><br>Hard copy: available upon request – contact school          | Free<br>5p per page |
| <b>Class six: lists and registers (currently maintained lists and registers only: this does not include the attendance register)</b>   |  |                     |
| Curriculum circulars and statutory instruments   | Website: <a href="https://www.lincolnstgilesnursery.co.uk/example-header-1-2-3-4">https://www.lincolnstgilesnursery.co.uk/example-header-1-2-3-4</a><br>Hard copy: available upon request – contact school                 | Free<br>5p per page |
| Disclosure logs  | Inspection only – contact school   | Free                |
| Asset register   | Inspection only – contact school   | Free                |
| Any information the school is currently legally required to hold in publicly available registers   | Inspection only – contact school   | Free                |
| <b>Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)</b>  |  |                     |
| Services for which the school is entitled to recover a fee, together with those fees   | Website: <a href="https://www.lincolnstgilesnursery.co.uk/funding-and-session-structures">https://www.lincolnstgilesnursery.co.uk/funding-and-session-structures</a><br>Hard copy: available upon request – contact school | Free<br>5p per page |
| School publications, leaflets, books and newsletters   | Website: <a href="https://www.lincolnstgilesnursery.co.uk/">https://www.lincolnstgilesnursery.co.uk/</a><br>Hard copy: available upon request – contact school   | Free<br>50 per page |

## Schedule of charges

| Type of charge            | Description   | Basis of charge  | Charge  |
|---------------------------|---|--|---|
| <b>Disbursement costs</b> | Photocopying/printing @ pence per sheet (Black and white) | Actual cost <sup>v</sup>   | 5 pence per page  |
|                           | Photocopying/printing @ pence per sheet (Colour)          | Actual cost <sup>v</sup>   | Not available   |
|                           | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class postage | 68 pence (under 100g)<br>£1.05 (over 100g Large letter) |
| <b>Statutory Fee</b>      | In accordance with the relevant legislation               |  | Not applicable  |

<sup>v</sup> *the actual cost incurred by the school*