



Information available from Castle Camps Church of England 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.

Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only		
Information to be published	How you can obtain the information	Cost
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website: https://www.castlecampsschool.co.uk/contact-details/ Hard copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
Head teacher's contact details	Website: https://castle-camps-primary-school.secure-primariesite.net/contact-details/ Hard copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
Who's who in the school/academy	Website: https://castle-camps-primary-school.secure-primariesite.net/whos-who/	Website: Free

	Hard copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)
Who's who on the governing body / board of governors and selection criteria for appointment	Website: https://castle-camps-primary-school.secure-primariesite.net/school-governance/	Website: Free
Governing body's contact details	https://castle-camps-primary-school.secure-primariesite.net/meet-the-governors/ Hard copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)
Instrument of Government / Articles of Association	Website: https://castle-camps-primary-school.secure-primariesite.net/school-governance/ Hard copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
School/academy prospectus	Website: chrome- https://primariesite-prod-sorted.s3.amazonaws.com/castle-camps-primary-school/UploadedDocument/6915b677-fa0e-4b62-8788-44a517e4bcd4/information-booklet-april-2024.pdf Hard copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
School/Academy session times and term dates	Website: https://castle-camps-primary-school.secure-primariesite.net/school-term-dates/ https://castle-camps-primary-school.secure-primariesite.net/our-school-day-1/	Website: Free Hardcopy: 5p per printed page (Black & White only)

	Hard copy: available upon request – contact school	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Information to be published	How you can obtain the information	Cost
Annual budget and financial statements	Hard Copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)
Capital funding	Hard Copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)
Financial Audits reports	Hard Copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard Copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior members of staff members (Senior Leadership Team or equivalent, whose basic actual is at least £60,000 per annum) by reference to categories	Hard Copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)

Staffing, pay and grading structure. As a minimum, the pay information should include salaries for 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	Hardcopy: 5p per printed page (Black & White only)
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	Hardcopy: 5p per printed page (Black & White only)
Procurement and contracts we have entered into	Hard Copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)
Details of any premiums we receive such as Pupil premium.	Website: https://castle-camps-primary-school.secure-primariesite.net/pupil-premium/ Hard Copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
Information to be published	How you can obtain the information	Cost
School Profile (if any) And in all cases: Performance data supplied to the English Government or a direct link to the data Latest reports from regulators: - Summary - Full report	Website OFSTED & SIAMS Reports https://castle-camps-primary-school.secure-primariesite.net/ofsted-and-siams/	Website: Free Hardcopy: 5p per printed page (Black & White only)

- Post-inspection action plan	Hard Copy: available upon request – contact school	
Safeguarding & Child Protection	<p>Website: https://castle-camps-primary-school.secure-primariesite.net/topic/safeguarding</p> <p>Hard Copy: available upon request – contact school</p>	<p>Website: Free</p> <p>Hardcopy: 5p per printed page (Black & White only)</p>
Pupil Premium	<p>Website: https://castle-camps-primary-school.secure-primariesite.net/pupil-premium/</p> <p>Hard Copy: available upon request – contact school</p>	<p>Website: Free</p> <p>Hardcopy: 5p per printed page (Black & White only)</p>
Performance tables/Exam & Assessment Results	<p>Website:</p> <p>https://www.compare-school-performance.service.gov.uk/school/110784/castle-camps-church-of-england-(controlled)-primary-school</p> <p>https://castle-camps-primary-school.secure-primariesite.net/pupil-outcomes-1/</p> <p>Hard Copy: available upon request – contact school</p>	<p>Website: Free</p> <p>Hardcopy: 5p per printed page (Black & White only)</p>
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard Copy: available upon request – contact school	<p>Website: Free</p> <p>Hardcopy: 5p per printed page (Black & White only)</p>
<p align="center">Class 4 – How we make decisions</p> <p align="center">Decision making processes and records of decisions</p>		

Current and previous three years as a minimum		
Information to be published	How you can obtain the information	Cost
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Website: https://castle-camps-primary-school.secure-primariesite.net/admissions-1/ https://castle-camps-primary-school.secure-primariesite.net/first-steps-booklet/ Hard Copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
Agendas and minutes of meetings of the governing body and its committees, <u>unless an exemption applies to the information or parts of it.</u>	Hard Copy: available upon request – contact school	Hardcopy: 5p per printed page (Black & White only)
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Information to be published	How you can obtain the information	Cost
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: https://castle-camps-primary-school.secure-primariesite.net/policies/ Hard Copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)

Safeguarding and child protection, including protecting children's personal data	<p>Website: https://castle-camps-primary-school.secure-primariesite.net/policies/</p> <p>Hard Copy: available upon request – contact school</p>	<p>Website: Free</p> <p>Hardcopy: 5p per printed page (Black & White only)</p>
Equality and Diversity	<p>Website: https://castle-camps-primary-school.secure-primariesite.net/equality/</p> <p>Hard Copy: available upon request – contact school</p>	<p>Website: Free</p> <p>Hardcopy: 5p per printed page (Black & White only)</p>
Policies and procedures relating to recruitment and human resources	<p>Hard Copy: available upon request – contact school</p>	<p>Hardcopy: 5p per printed page (Black & White only)</p>
Special educational needs	<p>Website: https://castle-camps-primary-school.secure-primariesite.net/special-educational-needs-disabilities-send/</p> <p>Hard Copy: available upon request – contact school</p>	<p>Website: Free</p> <p>Hardcopy: 5p per printed page (Black & White only)</p>
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<p>Website: https://castle-camps-primary-school.secure-primariesite.net/resources-2/</p> <p>Hard Copy: available upon request – contact school</p>	<p>Website: Free</p> <p>Hardcopy: 5p per printed page (Black & White only)</p>
Pay Policy	<p>Hard Copy: available upon request – contact school</p>	<p>Hardcopy: 5p per printed</p>

		page (Black & White only)
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website: https://castle-camps-primary-school.secure-primariesite.net/data-protection/ Hard Copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
Charging regimes and policies	Website: https://castle-camps-primary-school.secure-primariesite.net/resources-2/ Hard Copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Information to be published	How you can obtain the information	Cost
Curriculum circulars and statutory instruments	Website: https://castle-camps-primary-school.secure-primariesite.net/our-curriculum/ Hard Copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	N/A	

Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only – contact school	Free
Asset register and Information Asset register	Inspection only – contact school	Free
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact school	Free
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Information to be published	How you can obtain the information	Cost
Extra-curricular activities	Website: https://castle-camps-primary-school.secure-primariesite.net/school-clubs-extra-curricular-activities/ Hard Copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
Services for which we are entitled to recover a fee, together with those fees	Website: https://primariesite-prod-sorted.s3.amazonaws.com/castle-camps-primary-school/UploadedDocument/12ab9d1f-8f6c-483f-aa6e-a9bae6feeab2/charging-and-remissions-policy-2023-24.pdf Hard Copy: available upon request – contact school	Website: Free Hardcopy: 5p per printed page (Black & White only)
Our publications, leaflets, books and newsletters	Website: https://www.castlecampsschool.co.uk/ Hard copy: available upon request – contact school	Website: Free

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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
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying (Colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred