



Pear Tree Infant and Walbrook Nursery - Publication Scheme

This is a list of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts Current information only		
Who's who in Pear Tree Infant and Walbrook Nursery School	School Website	No charge
Governing body – names and contact details of the governors and the basis of their appointment	School Website	No charge
Instrument of Government – Funding Agreements	DfE website	No charge
Staffing structure	School Website	No charge
School Session times, term dates and holidays	School Website	No charge
Location & Contact information – address, telephone numbers & website	School Website	No charge
Contact details for the Head Teacher and the Governing Body	School Website	No charge
School Prospectus	School Website	No charge

Information available	How the information can be obtained	Charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to Derby City Council	No charge

Pay Policy – statement on general procedures	Electronically kept – internal Requests to SBM	No Charge
Staff grading and structure	Electronically kept – internal	No Charge
Governors' allowances – details if allowances/expenses that can be claimed/incurred	Requests to SBM	No Charge

Information available	How the information can be obtained	Charge
Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
School Profile - Government supplied data -Latest OFSTED report – summary and full report -Examination results	DfE Website Ofsted website School website School website	Schedule of charges No charge No charge
Performance Management policy and procedures	Hard copy – Electronically kept – Internal – Requests to SBM	No Charge
Future plans	School Websites	No Charge
Safeguarding policies and procedures	School Website	No Charge

Information available	How the information can be obtained	Charge
Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	School Website Derby City Council Admissions Policy	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy – SBM Office	No charge

Information available	How the information can be obtained	Charge
Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Policies including: Charging and remission policy Health & Safety and Risk Assessment Complaints procedure Code of conduct Policies Staffing structure implementation plan Equal Opportunities policies – including equality & diversities Staff Recruitment & Selection policies Child Protection Policy	Hard copy School Website	No charge

<p>Pupil and curriculum policies</p>	<p>Hard copy & School website</p>	<p>No charge</p>
<p>Records Management and Personal Data Policies: Information security policies Records retention policies Data Protection policies</p>	<p>Hard copy School Website</p>	<p>No charge</p>
<p>Charging Regimes and policies: includes details of any statutory charging regimes – charges made for information routinely published. Clearly stating what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Hard copy School Website</p>	<p>No charge</p>

Information available	How the information can be obtained	Charge
Lists and Registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure Logs	In school	Schedule of charges
Asset Register	In school	Schedule of charges
Any information the School are currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
Information services Currently information only		
Extra-curricular activities Out of School Clubs	School Website	No charge
School publications	School Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	School Website	No charge
Leaflets, booklets and newsletters	School Website	No charge