



Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	
Who's who in the school	<b>Website</b> <a href="https://www.heathwoodlower.com/OurSchool/Staff/">https://www.heathwoodlower.com/OurSchool/Staff/</a>  <b>Hard Copy</b> Please contact the school office.	Free



<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Governors-details-and-disclosure-2015-2016/">https://www.heathwoodlower.com/Governors-details-and-disclosure-2015-2016/</a></p> <p><b>Hard Copy</b> Please contact the school office.</p>	<p>Free</p>
<p>Instrument of Government / Articles of Association</p>	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Governors-details-and-disclosure-2015-2016/">https://www.heathwoodlower.com/Governors-details-and-disclosure-2015-2016/</a></p> <p><b>Hard Copy</b> Please contact the school office.</p>	<p>Free</p>
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Contactus/">https://www.heathwoodlower.com/Contactus/</a></p>	<p>Free</p>



	Please contact the school office	
School prospectus (if any)	<p><b>Website</b> <a href="https://www.heathwoodlower.com/School-Prospectus/">https://www.heathwoodlower.com/School-Prospectus/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	<p>Free</p> <p>First copy free. Duplications at 10p per page</p>
Chair of Governors report to parents	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Chair-s-report-to-Parents/">https://www.heathwoodlower.com/Chair-s-report-to-Parents/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	Free
Staffing structure	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Staffing-structure/">https://www.heathwoodlower.com/Staffing-structure/</a></p>	Free



	<p>woodlower.com/Our School/Staff/</p> <p><b>Hard Copy</b> Please contact the school office</p>	
School session times and term dates	<p><b>Website</b> <a href="https://www.heathwoodlower.com/OurSchool/Key-Information/">https://www.heathwoodlower.com/OurSchool/Key-Information/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	Free
Address of school and contact details, including email address.	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Contactus/">https://www.heathwoodlower.com/Contactus/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	Free



<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p>	
<p>Annual budget plan and financial statements</p>	<p><b>Central Bedfordshire Website</b> <a href="https://www.centralbedfordshire.gov.uk/info/98/school_finance/546/schools_budget">https://www.centralbedfordshire.gov.uk/info/98/school_finance/546/schools_budget</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	<p>Free</p>
<p>Financial Benchmarking Data</p>	<p><b>DoE Website</b> <a href="https://schools-financial-benchmarking.service.gov.uk/school?url=109513">https://schools-financial-benchmarking.service.gov.uk/school?url=109513</a></p>	<p>Free</p>



	<b>Hard Copy</b> Please contact the school office	
Capital funding	<b>DoE Website</b> <a href="https://www.gov.uk/guidance/school-capital-funding">https://www.gov.uk/guidance/school-capital-funding</a>	Free
Pay policy	<b>Hard Copy</b> Please contact the school office	Free
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 actual salary is at least £60,000 per annum) by reference to categories.	N/A	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available on request	Free
<b>Class 3 – What our priorities are and how we are doing</b>	(hard copy or website)	



<p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p><b>Website</b>  <a href="https://www.heathwoodlower.com/OurSchool/Performance-Data/">https://www.heathwoodlower.com/OurSchool/Performance-Data/</a>   <a href="https://www.heathwoodlower.com/Ofsted-Report/">https://www.heathwoodlower.com/Ofsted-Report/</a></p> <p><b>Hard Copy</b>  Please contact the school office</p>	<p>Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p><b>Website</b>  <a href="https://www.heathwoodlower.com/Minutes-of-Meetings/">https://www.heathwoodlower.com/Minutes-of-Meetings/</a></p>	<p>Free</p>



	<p><b>Hard Copy</b> Please contact the school office</p>	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<p><b>Website</b> <a href="https://www.heathwoodlower.com/OurSchool/Equality/">https://www.heathwoodlower.com/OurSchool/Equality/</a></p> <p><b>Hard Copy</b> Please contact the school office.</p>	Free
Safeguarding and child protection	<p><b>Website</b> <a href="https://www.heathwoodlower.com/OurSchool/Safeguarding/">https://www.heathwoodlower.com/OurSchool/Safeguarding/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	Free





<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p><b>Website</b> <a href="https://www.heathwoodlower.com/OurSchool/School-Admissions/">https://www.heathwoodlower.com/OurSchool/School-Admissions/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	<p>Free</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Minutes-of-Meetings/">https://www.heathwoodlower.com/Minutes-of-Meetings/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	<p>Free</p>
<p><b>Class 5 – Our policies and procedures</b></p>	<p>(hard copy or</p>	



<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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 funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>website)</p>	
<p>Records management and personal data policies, including:</p> <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>	<p><b>Website</b> <a href="https://www.heathwoodlower.com/GDPR/">https://www.heathwoodlower.com/GDPR/</a>  <a href="https://www.heathwoodlower.com/OurSchool/School-Policies/">https://www.heathwoodlower.com/OurSchool/School-Policies/</a></p>	<p>Free first copies. Duplicate s charged at 10p per page</p>



	<b>Hard Copy</b> Please contact the school office	
Charging regimes and policies.  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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	<b>Website</b> <a href="https://docs.google.com/document/d/1-PWeZiEpD6SbjaK0PizyqDyZZTHNTqbfVW3Wgk9ix_E/edit">https://docs.google.com/document/d/1-PWeZiEpD6SbjaK0PizyqDyZZTHNTqbfVW3Wgk9ix_E/edit</a>  <b>Hard Copy</b> Please contact the school office	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Asset register	Available for inspection by appointment	Free
Any information the school is currently legally required to hold in publicly available registers	Available for inspection by	Free



<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>appointment (hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Enrichment/">https://www.heathwoodlower.com/Enrichment/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	<p>Free</p>
<p>Out of school clubs</p>	<p><b>Website</b> <a href="https://www.heathwoodlower.com/Forchildren/SchoolClubs/">https://www.heathwoodlower.com/Forchildren/SchoolClubs/</a></p> <p><b>Hard Copy</b> Please contact the school office</p>	<p>Free</p>



School publications, leaflets, books and newsletters	<p><b>Website</b>  <a href="https://www.heathwoodlower.com/Newsletters/">https://www.heathwoodlower.com/Newsletters/</a>   <a href="https://www.heathwoodlower.com/Forchildren/">https://www.heathwoodlower.com/Forchildren/</a></p> <p><b>Hard Copy</b>          Please contact the school office</p>	Free
--	--	------

**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/printing @ 2p per sheet (black &	Actual cost * 0.02pps



	white)	
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 0.2pps
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee for FOI requests</b>	£25/hr (cost limit of £600)	In accordance with section 10(1) of FOIA

\* the actual cost incurred by the public authority