



Crown Wood Primary School **Publication Scheme**

Crown Wood Primary School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales,
company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1
4AF.



Crown Wood Primary School Publication Scheme

June 2023

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1. Introduction

1.1 Application

This Publication Scheme applies to Crown Wood Primary School and all governors and staff of the school must abide by the scheme, which has been adopted in accordance with and pursuant to the Communications Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this scheme. In implementing this scheme, school staff must take account of any advice given to them by the Headteacher and/or Board of Trustees.

This scheme is subject to the GLT Communications Policy, GLT Freedom of Information Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict, then the GLT Communications Policy and the Scheme of Delegation and any alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

The school is part of the Greenshaw Learning Trust, which has its own publication scheme and information about the Trust is available via that scheme and the Trust website www.greenshawlearningtrust.co.uk.

1.2 Approval and review

This scheme is the responsibility of the Headteacher.

This scheme was approved by the Governing Body in June 2023.

1.3 Responsibilities

It is the responsibility of the governing body and the Headteacher of the school to ensure their school and its staff adhere to this Publication Scheme.

1.4 How to obtain information

To obtain information from Crown Wood Primary School, please refer to <https://www.crownwoodschool.com/>

Alternatively, you can contact the school by email to secretary@crownwoodprimary.co.uk or by writing to the school:

The School Secretary
Crown Wood Primary School
Opladen Way
Bracknell RG12 0PE

Guide to information available from Crown Wood Primary School in accordance with the GLT Communications Policy and Freedom of Information Act

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only
Who's who in the school
Who's who on the governing body and the basis of their appointment
Articles of Association
Contact details for the Headteacher and for the local governing body, via the school (named contacts where possible).
School prospectus
Staffing structure
School session times and term dates
Address of school and contact details, including email address.

<p>Class 2 – What we spend and how we spend it (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>Annual budget plan and financial statements</p>
<p>Capital funding</p>
<p>Details of expenditure items over £5000 for the current year and 2 years' previous</p>
<p>Procurement and contracts the school has entered into, or information relating to the Greenshaw Learning Trust which has done so on its behalf</p>
<p>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.</p>
<p>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.</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>

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 and in all cases:

School profile

- Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data
- The latest Ofsted report
 - Summary
 - Full report
- Post-inspection action plan

The school's future plans

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions) – where applicable

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).

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

This will be current information only.

As part of the Greenshaw Learning Trust, the school is subject to the policies and procedures of the Trust, which can be found on the Trust website and/or provided on request to the Trust.

Where required, the school maintains its own policies and procedures, which can be found on the school website and/or provided on request to the school.

Charging regimes.

Class 6 – Lists and Registers
Currently maintained lists and registers only (this does not include the attendance register).
Curriculum circulars and statutory instruments
Data breach register
Disclosure logs
Asset register
Any information the school is currently legally required to hold in publicly available registers
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)
This will be current information only
Extra-curricular activities
Out of school clubs
Services for which the school is entitled to recover a fee, together with those fees
School publications, leaflets, books and newsletters

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		<p>In accordance with Freedom of Information Act 2000 Section 9 and Information Commissioner's Office guidance.</p> <p>The requester will receive a 'Fee Notice' in writing if the Trust wishes to charge this statutory fee.</p>