

KING'S OAK PRIMARY SCHOOL
Publication Scheme
October 2023



Scheme prepared/reviewed by: Ian Hutchings
Scheme reviewed and approved by: Governing Body
Date of approval: October 2023
Date of next review: October 2024

Information available from **King's Oak Primary School**

Information to be published	How you can obtain the information	Cost
Who we are and what we do		
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website https://www.kingsoak.kingston.sch.uk/page/?title=Contact+Us&pid=92 Hard copy on request	Free 5p per sheet
Who's who in the school	Website https://www.kingsoak.kingston.sch.uk/page/?title=Staff+Team&pid=7 Hard copy on request	Free 5p per sheet
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website https://www.kingsoak.kingston.sch.uk/page/?title=Who+We+Are&pid=73 https://www.kingsoak.kingston.sch.uk/page/?title=Information&pid=74 Hard copy on request	Free 5p per sheet

Instrument of Government	Website https://www.kingsoak.kingston.sch.uk/attachments/download.asp?file=8&type=pdf Hard copy on request	Free 5p per sheet
School/Academy session times and term dates	Website https://www.kingsoak.kingston.sch.uk/page/?title=Term+Dates&pid=42 https://www.kingsoak.kingston.sch.uk/page/?title=The+School+Day&pid=110 Hard copy on request	Free 5p per sheet
School Curriculum	Website https://www.kingsoak.kingston.sch.uk/page/?title=Learning&pid=24 Hard copy on request	Free 5p per sheet
What we spend and how we spend it		
Annual budget and financial statements	Website https://www.kingsoak.kingston.sch.uk/page/?title=Financial+Info&pid=54 Hard copy on request	Free 5p per sheet
Capital funding	Hard copy on request	5p per sheet
Financial Audits reports	Hard copy on request	5p per sheet
Details of expenditure items over £5000	Hard copy on request	5p per sheet

Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy on request	5p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy on request	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy on request	5p per sheet
Procurement and contracts we have entered into	Hard copy on request	5p per sheet
Details of any premiums we receive such as Pupil premium / Sports Premium	Website https://www.kingsoak.kingston.sch.uk/page/?title=Pupil+Premium&pid=13	Free
	https://www.kingsoak.kingston.sch.uk/page/?title=Sports+Premium&pid=15 Hard copy on request	5p per sheet
What our priorities are and how we are doing		
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website https://www.kingsoak.kingston.sch.uk/page/?title=Ofsted&pid=16	Free
	Hard copy on request	5p per sheet

Exam and assessment results	Website https://www.kingsoak.kingston.sch.uk/page/?title=Academic+Results&pid=52 Hard copy on request	Free 5p per sheet
School profile and performance data supplied to the English Government	Website https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/102582 Hard copy on request	Free 5p per sheet
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy on request	5p per sheet
Performance Management information e.g. Appraisal Policy	Hard copy on request	5p per sheet
Future plans	Hard copy on request	5p per sheet
How we make decisions		
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://www.kingsoak.kingston.sch.uk/page/?title=Admissions&pid=23 Hard copy on request	Free 5p per sheet

Agendas, minutes and papers of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy on request	5p per sheet
Our policies and procedures		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, SEND, appraisal policy, values and ethos etc.	Website https://www.kingsoak.kingston.sch.uk/page/?title=Policies&pid=43	Free
	Hard copy on request	5p per sheet
Safeguarding and child protection, including protecting children's personal data	Website https://www.kingsoak.kingston.sch.uk/page/?title=Policies&pid=43	Free
	Hard copy on request	5p per sheet
Records management, personal data and access to information policies e.g. data protection and CCTV policies	Hard copy on request	5p per sheet
Equality and Diversity	Hard copy on request https://www.kingsoak.kingston.sch.uk/attachments/download.asp?file=247&type=pdf	5p per sheet
Pay Policy	Hard copy on request	5p per sheet
Health and Safety Policy	Hard copy on request https://www.kingsoak.kingston.sch.uk/attachments/download.asp?file=314&type=pdf	5p per sheet
Policies and procedures for Human Resources and the recruitment of staff e.g Safer Recruitment Policy	Hard copy on request	5p per sheet

Complaints Procedures	Hard copy on request https://www.kingsoak.kingston.sch.uk/attachments/download.asp?file=265&type=pdf	5p per sheet
Charging regimes and policies - Charging and Remissions Policy	Hard copy on request https://www.kingsoak.kingston.sch.uk/attachments/download.asp?file=367&type=pdf	5p per sheet
Lists and Registers		
Curriculum circulars and statutory instruments	Hard copy on request	5p per sheet
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy on request	5p per sheet
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

The services we offer		
Extra-curricular activities and clubs	Website https://www.kingsoak.kingston.sch.uk/page/?title=Wrap+Around+Care&pid=47 https://www.kingsoak.kingston.sch.uk/page/?title=Clubs&pid=50 Hard copy on request	Free 5p per sheet
Our publications, leaflets, books and newsletters	Website https://www.kingsoak.kingston.sch.uk/ Hard copy on request	Free 5p per sheet
Services for which the school is entitled to receive a fee - Lettings Policy	Hard copy on request	5p per sheet

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage - weight / size dependent	Actual cost of Royal Mail standard 2 nd class