



**Information available from Ancora House School
under the model publication scheme**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	Link to website /Hard copy	5p per sheet
Who's who on the management committee and the basis of their appointment	Link to website /Hard copy	5p per sheet
Instrument of Government / Articles of Association	Link to website /Hard copy	5p per sheet
Contact details for the Head teacher and for the governing body, via the school.	Link to website /Hard copy	5p per sheet
Staffing structure	Link to website /Hard copy	5p per sheet
Term dates	Link to website /Hard copy	5p per sheet



Address of school and contact details, including email address.	Link to website / Hard copy	5p per sheet
Class 2 – What we spend and how we spend it		

Annual budget plan and financial statements	Hard copy – request from school office	5p per sheet
Capital funding	Hard copy – request from school office	5p per sheet
Financial audit reports	Hard copy – request from school office	5p per sheet
Details of expenditure items over £2000	Hard copy – request from school office	5p per sheet
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf	Hard copy – request from school office	5p per sheet



Pay policy	Hard copy – request from school office	5p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy – request from school office	5p per sheet
Staffing and grading structure	Hard copy – request from school office	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – request from school office	5p per sheet

Class 3 – What our priorities are and how we are doing		
The latest Ofsted report Examination results	Link to website / Hard copy Link to website	5p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy – request from school office	5p per sheet



Performance data	Hard copy – request from school office	5p per sheet
Safeguarding and child protection	Link to website / Hard copy	5p per sheet
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	Link to website / Hard copy	5p per sheet
Agendas and minutes of meetings of the management committee and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy – request from school office	5p per sheet
Class 5 – Our policies and procedures		
Including: Charging and remissions policy Complaints procedure Staff discipline and grievance policies Equality & Diversity Statement Child Protection policy Health & Safety Risk Assessment	Link to website / Hard copy Link to website / Hard copy Hard copy Link to site / Hard copy Link to site / Hard copy Hard copy	5p per sheet 5p per sheet 5p per sheet 5p per sheet 5p per sheet 5p per sheet



Pupil and Curriculum Policies including: Home School Agreement Relationships and Sex Education (RSE) Special Needs Educational Policy/Information Report Accessibility Plan Behaviour Policy	Hard copy request from school Link to website / Hard copy Link to website / Hard copy Link to website / Hard copy Link to website / Hard copy	5p per sheet 5p per sheet 5p per sheet 5p per sheet 5p per sheet
Records Management and Personal Data policies: ICT Acceptable Use Policy Retention Schedule Data Protection Policy	Hard copy request from school Hard copy request from school Link to website / Hard copy	5p per sheet 5p per sheet 5p per sheet

Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Hard copy request from school office	5p per sheet
Asset register	Hard copy request from school office	5p per sheet
Class 7 – The services we offer		



School publications, newsletters	Link to website /Hard copy	5p per sheet
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