

Information available from Chisenhale Primary School under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information (hard copy and/or website)	Cost
Class 1 - Who we are and what we do		
Information about us; our structures, locations and contacts	Contact School Office Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Contact School Office Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Head teacher's contact details	Contact School Office Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Who's who in the school	Contact School Office Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Who's who on the governing body / board of governors and selection criteria for appointment	Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Governing body's contact details	Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
School session times and term dates	Contact School Office	Free of charge

Information to be published	How you can obtain the information (hard copy and/or website)	Cost
	Website https://chisenhale.towerhamlets.sch.uk/	
Class 2 – What we spend and how we spend it		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Hard copy Contact Finance Manager	Free of charge
Current and previous financial year as a minimum	Hard copy Contact Finance Manager	Free of charge
Annual budget and financial statements	Hard copy Contact Finance Manager	Free of charge
Financial Audits reports	Hard copy Contact Finance Manager	Free of charge
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy Contact Finance Manager	Free of charge
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 Contact Finance Manager	Free of charge
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy Contact Finance Manager	Free of charge
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy Contact Finance Manager	Free of charge

Information to be published	How you can obtain the information (hard copy and/or website)	Cost
Procurement and contracts we have entered into	Hard copy Contact Finance Manager	Free of charge
Details of any premiums we receive such as Pupil premium.	Hard copy Contact Finance Manager Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Annual Report	Hard copy Contact Head Teacher	Free of charge
Latest reports from regulators (Ofsted)	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Summary	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Full report	Hard copy Contact Head Teacher	Free of charge
Post-inspection action plan	Hard copy Contact Head Teacher	Free of charge
Exam and assessment results	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk	Free of charge

Information to be published	How you can obtain the information (hard copy and/or website)	Cost
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Performance tables	<p>Hard copy Contact Head Teacher</p> <p>Website https://chisenhale.towerhamlets.sch.uk/</p>	Free of charge
The school's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status.	<p>Hard copy Contact Head Teacher</p>	Free of charge
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	<p>Hard copy Contact Head Teacher</p> <p>Website https://chisenhale.towerhamlets.sch.uk</p>	Free of charge
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	<p>Hard copy Contact Head Teacher</p>	Free of charge
Class 4 – How we make decisions		
Decision making processes and records of decisions	<p>Hard copy Contact Head Teacher</p>	Free of charge
Current and previous three years as a minimum	<p>Hard copy Contact Head Teacher</p>	Free of charge
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which</i>	<p>Hard copy Contact Head Teacher</p> <p>Website https://chisenhale.towerhamlets.sch.uk/</p> <p>Website https://www.towerhamlets.gov.uk/lqnl/education</p>	Free of charge

Information to be published	How you can obtain the information (hard copy and/or website)	Cost
<i>applications were successful)</i>		
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Hard copy School Office Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Safeguarding and child protection, including protecting children’s personal data	Hard copy Contact Head Teacher	Free of charge
Policies and procedures relating to recruitment and human resources	Hard copy Contact Finance Manager	Free of charge
Policies and procedures relating to Special educational needs	Hard copy SENCO Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Policies and procedures relating to Customer service and Complaints policies and procedures (including those covering handling requests for information and	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk/	Free of charge

Information to be published	How you can obtain the information (hard copy and/or website)	Cost
operating the publication scheme)		
Pay Policy	Hard copy Contact Finance Manager	Free of charge
Policies and procedures relating to Records management (Information security policies Records retention, destruction and archive policies)	Hard copy Contact Finance Manager	Free of charge
Policies and procedures relating to Data protection (including information sharing and CCTV usage policies)	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Charging regimes and policies	Hard copy Contact Finance Manager Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)	Contact School Office	Free of charge
Curriculum circulars and statutory instruments	Hard copy Contact Head Teacher Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy Contact Head Teacher/Premises Manager	Free of charge
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy Contact Head Teacher	Free of charge

Information to be published	How you can obtain the information (hard copy and/or website)	Cost
Asset register and Information Asset register	only be available by request	Free of charge
Any information we are currently legally required to hold in publicly available registers	Hard copy Contact Head Teacher	Free of charge
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Hard copy Contact Ruth Crossan Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Extra-curricular activities	Hard copy Contact Ruth Crossan –Parental Engagement Officer Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Out of school clubs	Hard copy Contact Ruth Crossan –Parental Engagement Officer Website https://chisenhale.towerhamlets.sch.uk/	Free of charge
Services for which we are entitled to recover a fee, together with those fees	Hard copy Contact Finance Officer	Free of charge
Requests for paper copies of information	Hard copy Contact Head Teacher	Free of charge
Our publications, leaflets, books and newsletters	Hard copy Contact Ruth Crossan –Parental Engagement Officer	Free of charge

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

One copy of the above documents will be free of charge, multiple copies of the above documents, or multiple pages of any document maybe charged for. Please see costs below * the actual cost incurred.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ per sheet (black & white) 25p per sheet	*Actual cost
	Photocopying @ 50p per sheet (colour)	*Actual cost
	Postage – 1 st or 2 nd class post Recorded or Special Delivery	*Actual cost of Royal Mail for 1 st or 2 nd class postage, including recorded or special delivery costs if applicable
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

School Office:

Telephone Number – 02089802584

Email – info @chisenhaleprimary.towerhamlets.sch.uk

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Bow
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