

Guide to the information available from the United Schools Trust 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 The United Schools Trust	The school prospectus can be viewed on each the school's website and hard copies available via the school offices.	Nil
Website addresses:- www.kingsteignton.school.org		
Who's who in the school:- Dr. Penny Fitch - Principal	Further details available on the school website and/or hard copies of	Nil

	the school prospectus.	
Who's who on the Board of Trustees and the basis of their appointment	Board of Trustees - full details available on the school website	Nil
Articles of Association	Available from the Clerk to Trustees via the school office.	Nil
Contact details for the Principal and for the Board of Trustees, via the school (named contacts where possible).	Available from the school offices and/or the school websites.	Nil
School prospectus	Hard copies available from the school offices or electronic copies via the school website.	Nil
Annual Report	No longer required	N/A
Staffing structure	See school prospectus - as mentioned above	Nil
School session times and term dates 8.35 a.m. - 3.00 p.m.	Full details available via the school offices, newsletters, notice boards, websites. Paper copies available via the school offices.	

<p>Address of school and contact details, including email address. Kingsteignton School Heron Way, Kingsteignton, Devon, TQ12 3QY info@kingsteignton.school.org 01626 563888</p>	<p>Full information available via the school offices, or websites.</p> <p>Or by telephone enquiry to the school offices.</p>	
<p>Class 2 - What we spend and how we spend it</p>		
<p>Annual budget plan and financial statements</p>	<p>By written request to the Chair of Trustees</p>	<p>Nil</p>
<p>Capital funding</p>	<p>As above</p>	
<p>Financial audit reports</p>	<p>As above</p>	
<p>Details of expenditure items over £2000</p>	<p>As above</p>	
<p>Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so</p>	<p>As above</p>	

on its behalf (for example, a local authority or diocese).		
Pay policy	As above	
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.	As above	
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.	As above	
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees.	As above	
Class 3 - What our priorities are and how we are doing		
School profile - no longer applicable	School website or by written request to the	Nil

<p>And in all cases:</p> <ul style="list-style-type: none"> • 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 	<p>Chair of Trustees</p> <p>Performance data and latest Ofsted information available on the school website or hard copies available via the school office.</p> <p>Post inspection action plan - details available by written request to the Chair of Trustees</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Written request to the Chair of Trustees</p>	<p>Nil</p>
<p>Performance data or a direct link to it</p>	<p>Written request to the Chair of Trustees</p>	<p>Nil</p>
<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>	<p>Written request to the Chair of Trustees</p>	<p>Nil</p>
<p>Safeguarding and child protection</p>	<p>Safeguarding Policy available via the school website and further details by written</p>	<p>Nil</p>

	request to the Chair of Trustees	
Class 4 - How we make decisions		
Admissions policy/decisions (not individual admission decisions) - where applicable	Available on school website.	
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).	By written request to the Chair of Trustees	Nil
Class 5 - Our policies and procedures <ul style="list-style-type: none"> ▪ Admissions Policies (3 years) ▪ Anti bullying ▪ Behaviour ▪ Charging & Remissions ▪ Complaints ▪ Curriculum Policy ▪ Data Protection ▪ E safety ▪ Equality ▪ Exclusions ▪ Freedom of Information 	<p>Full list of policies and procedures available on the school website.</p> <p>Individual policies may be available upon written request to the Chair of Trustees.</p>	Nil

<ul style="list-style-type: none"> ▪ Health & Safety ▪ Homework ▪ Safeguarding/Child protection ▪ SEND (Special Needs) ▪ Uniform 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	As above	Nil
Charging regimes and policies.	Charging Policy available on the school website or hard copy available via written request to the Chair of Trustees	Nil
<p>Class 6 – Lists and Registers</p> <p>(this does not include the attendance register)</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	By written request to the Clerk to Trustees	
Disclosure logs	Hard copy available for	

	inspection only	
Asset register	Hard copy available for inspection only	
Any information the school is currently legally required to hold in publicly available registers	Hard copy available for inspection only	
Class 7 – The services we offer		
Extra-curricular activities	Available on the school website, via newsletters and posters. Hard copies may also be requested via the school office.	Nil
Out of school clubs	As above	
Services for which the school is entitled to recover a fee, together with those fees	Extra curricular pupil residential activities, out of school hours may be offered with covering costs where applicable.	
School publications, leaflets, books and newsletters	Newsletters, leaflets and other documents available on the website and also available in	

	hardcopy upon request.	
Additional Information		
Requests should be addressed to:- Chair of Trustees United Schools Trust Kingsteignton School, Heron Way, Kingsteignton, Devon, TQ12 3QY 01626 563888 info@kingsteigntonschool.org		

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
Disbursement cost	Photocopying/printing (black & white)	Photocopying and postage
	Photocopying (colour)	Photocopying and postage
	Postage	Postage
Statutory Fee		
Other		

Policy Reviewed: June 2020

Next review: June 2021