



## Information available from **Yew Tree 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.

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b> ie Free or Charge calculated on request
<b>Class 1 - Who we are and what we do</b>  Information about us; our structures, locations and contacts  Current information only	Our website:  <a href="http://www.yewtreeprimary.co.uk">www.yewtreeprimary.co.uk</a>	Free
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	Our website:  <a href="http://www.yewtreeprimary.co.uk/contact-details">www.yewtreeprimary.co.uk/contact-details</a>	Free
Head teacher's contact details	Our website:  <a href="http://www.yewtreeprimary.co.uk/contact-details">www.yewtreeprimary.co.uk/contact-details</a>	Free
Who's who in the school/academy	Our website:  <a href="http://www.yewtreeprimary.co.uk/meet-the-staff">www.yewtreeprimary.co.uk/meet-the-staff</a>	Free



Who's who on the governing body / board of governors and selection criteria for appointment  Governing body's contact details	Our website:  <a href="http://www.yewtreeprimary.co.uk/school-governors">www.yewtreeprimary.co.uk/school-governors</a>	Free
For academies: Trustees' contact details	N/A	N/A
For academies: Trustee who's who	N/A	N/A
Instrument of Government / Articles of Association	Copy can be requested by emailing the clerk at:  <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
School/academy prospectus	Our website:  <a href="http://www.yewtreeprimary.co.uk/prospectus">www.yewtreeprimary.co.uk/prospectus</a> or by emailing  <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Free
School/Academy session times and term dates	Our website:  <a href="http://www.yewtreeprimary.co.uk/our-school-day">www.yewtreeprimary.co.uk/our-school-day</a>	Free
<b>Class 2 – What we spend and how we spend it</b>  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum  Annual budget and financial statements	Copy can be requested by emailing:  <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request



For academies: Annual accounts	N/A	
Capital funding	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Financial Audits reports	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	Our website: <a href="http://www.yewtreeprimary.co.uk/school-financial-information">www.yewtreeprimary.co.uk/school-financial-information</a> or by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Free  Calculated on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
For academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	N/A	N/A



<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors</p>	<p>Our website:  <a href="https://primarysite-prod-sorted.s3.amazonaws.com/yew-tree-primary-school/UploadedDocument/6cd69c45-ecfa-4dcf-9b6d-622638e205f4/governor-allowances-policy-jan-23.pdf">https://primarysite-prod-sorted.s3.amazonaws.com/yew-tree-primary-school/UploadedDocument/6cd69c45-ecfa-4dcf-9b6d-622638e205f4/governor-allowances-policy-jan-23.pdf</a>  or by emailing:  <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a></p>	<p>Calculated on request</p>
<p>Procurement and contracts we have entered into</p>	<p>Copy can be requested by emailing:  <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a></p>	<p>Calculated on request</p>
<p>Details of any premiums we receive such as Pupil premium.</p>	<p>Our website:  <a href="http://www.yewtreeprimary.co.uk/pupil-premium-recovery">www.yewtreeprimary.co.uk/pupil-premium-recovery</a></p>	<p>Free</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	<p>Our website:  <a href="http://www.yewtreeprimary.co.uk/school-improvement-plan">www.yewtreeprimary.co.uk/school-improvement-plan</a></p>	<p>Free</p>
<p>Annual Report</p>	<p>N/A</p>	<p>N/A</p>
<p>Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>)</p> <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> <li>- Post-inspection action plan</li> </ul>	<p>Our website:  <a href="http://www.yewtreeprimary.co.uk/inspection-reports">www.yewtreeprimary.co.uk/inspection-reports</a></p>	<p>Free</p>



Exam and assessment results	Our website: <a href="http://www.yewtreeprimary.co.uk/performance-data">www.yewtreeprimary.co.uk/performance-data</a>	Free
Performance tables	Our website: <a href="http://www.yewtreeprimary.co.uk/performance-data">www.yewtreeprimary.co.uk/performance-data</a>	Free
Careers programme information	N/A	N/A
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Our website: <a href="http://www.yewtreeprimary.co.uk">www.yewtreeprimary.co.uk</a>	Free
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive	Our website: <a href="http://www.yewtreeprimary.co.uk/performance-data">www.yewtreeprimary.co.uk/performance-data</a>	Free
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	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
<b>Class 4 – How we make decisions</b>  Decision making processes and records of decisions  Current and previous three years as a minimum	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on</i>	Our website: <a href="http://www.yewtreeprimary.co.uk/school-admissions">www.yewtreeprimary.co.uk/school-admissions</a> or by emailing:	Free



<i>which applications were successful)</i>	<a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only	Our website: <a href="http://www.yewtreeprimary.co.uk/key-policies-procedures">www.yewtreeprimary.co.uk/key-policies-procedures</a>	Free
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Our website: <a href="http://www.yewtreeprimary.co.uk/key-policies-procedures">www.yewtreeprimary.co.uk/key-policies-procedures</a>	Free
Safeguarding and child protection, including protecting children’s personal data	Our website: <a href="http://www.yewtreeprimary.co.uk/safeguarding-information">www.yewtreeprimary.co.uk/safeguarding-information</a>	Free
Equality and Diversity  (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Our website: <a href="http://www.yewtreeprimary.co.uk/public-sector-equality-duty-psed">www.yewtreeprimary.co.uk/public-sector-equality-duty-psed</a>	Free
Policies and procedures relating to recruitment and human resources	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Special educational needs	Our website: <a href="http://www.yewtreeprimary.co.uk/special-educational-needs-information-1">www.yewtreeprimary.co.uk/special-educational-needs-information-1</a>	Free



Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Our website: <a href="http://www.yewtreeprimary.co.uk/key-policies-procedures">www.yewtreeprimary.co.uk/ key-policies-procedures</a>	Free
Pay Policy	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Records management (Information security) policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Our website: <a href="http://www.yewtreeprimary.co.uk/gdpr-1">www.yewtreeprimary.co.uk/ gdpr-1</a>	Free
Charging regimes and policies	Our website: <a href="http://www.yewtreeprimary.co.uk/key-policies-procedures">www.yewtreeprimary.co.uk/ key-policies-procedures</a>	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Curriculum circulars and statutory instruments	Our website: <a href="http://www.yewtreeprimary.co.uk/curriculum-assessment-information">www.yewtreeprimary.co.uk/ curriculum-assessment- information</a>	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Our website: <a href="http://www.yewtreeprimary.co.uk/key-policies-procedures">www.yewtreeprimary.co.uk/ key-policies-procedures</a> or by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Free  Calculated on request



Disclosure logs, ie information provided in response to FOIA/EIR requests	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Asset register and Information Asset register	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
Any information we are currently legally required to hold in publicly available registers	Copy can be requested by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Calculated on request
<p><b>Class 7 – The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>	Our website: <a href="http://www.yewtreeprimary.co.uk">www.yewtreeprimary.co.uk</a> or by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Free  Calculated on request
Extra-curricular activities	Our website: <a href="http://www.yewtreeprimary.co.uk/school-clubs">www.yewtreeprimary.co.uk/school-clubs</a>	Free
Out of school/academy clubs	Our website: <a href="http://www.yewtreeprimary.co.uk/wrap-around-provision">www.yewtreeprimary.co.uk/wrap-around-provision</a>	Free
Services for which we are entitled to recover a fee, together with those fees	Our website: <a href="https://primariesite-prod-sorted.s3.amazonaws.com/yew-tree-primary-school/UploadedDocument/b890da07-238d-485c-8fd2-bd423361b1ea/charges-remissions-debt-policy-apr-23.pdf">https://primariesite-prod-sorted.s3.amazonaws.com/yew-tree-primary-school/UploadedDocument/b890da07-238d-485c-8fd2-bd423361b1ea/charges-remissions-debt-policy-apr-23.pdf</a>	Free
Requests for paper copies of information	Copy can be requested by emailing:	Calculated on request



	<a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	
Our publications, leaflets, books and newsletters	Our website: <a href="http://www.yewtreeprimary.co.uk">www.yewtreeprimary.co.uk</a> or by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Free  Calculated on request
<b>Additional Information</b> Any information that is not itemised in the lists above	Our website: <a href="http://www.yewtreeprimary.co.uk">www.yewtreeprimary.co.uk</a> or by emailing: <a href="mailto:Enquiries@yewtree.sandwell.sch.uk">Enquiries@yewtree.sandwell.sch.uk</a>	Free  Calculated on request

## 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
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class *
<b>Statutory Fee</b>	Staff time - £25 per hour	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred will be determined by copying/postage costs at the time of enquiry