****Information available from **Osborne Nursery School**

under the model publication scheme

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| **Information to be published** | **How you can obtain the information** | **Cost** |
| **Class 1 - Who we are and what we do**  Information about us; our structures, locations and contacts (Current information only) | | |
| Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address | **Website:**  <https://osbornenurseryschool.co.uk/contact/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Head teacher’s contact details | **Website:**  <https://osbornenurseryschool.co.uk/contact/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Who’s who in the school/academy | **Website:**  <https://osbornenurseryschool.co.uk/staff/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Who’s who on the governing body / board of governors and selection criteria for appointment  Governing body’s contact details | **Website:**  <https://osbornenurseryschool.co.uk/governors-2/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Instrument of Government | **Website:**  <https://osbornenurseryschool.co.uk/governors-2/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| School prospectus | **Hard copy:** available upon request – contact school | Free |
| School session times and term dates | **Website:**  <https://osbornenurseryschool.co.uk/daily-structure/>  <https://osbornenurseryschool.co.uk/term-dates/>  **Hard copy:** available upon request – contact school | Free  Free |
| **Class 2 – What we spend and how we spend it**  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 | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| Capital funding | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| Financial Audits reports | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval) | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| 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:** available upon request – contact school | 5p per page (hard copy) |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| Procurement and contracts we have entered into | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| Details of any premiums we receive such as Pupil premium. | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| **Class 3 – What our priorities are and how we are doing**  Strategies and plans, performance indicators, audits, inspections and reviews. (Current information as a minimum) | | |
| School Evaluation Report | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| Latest reports from regulators (Ofsted)- Summary  - Full report  - Post-inspection action plan | **Website:**  <https://osbornenurseryschool.co.uk/ofsted/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| The school’s future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status. | **Website:**  <https://osbornenurseryschool.co.uk>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Data Protection impact assessments (in full or summary format) | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| **Class 4 – How we make decisions**  Decision making processes and records of decisions. (Current and previous three years as a minimum) | | |
| Admissions policy and, where applicable, admission decisions *(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)* | **Website:**  <https://osbornenurseryschool.co.uk/admissions-information/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Agendas and minutes of meetings of the governing body, unless an exemption applies to the information or parts of it. | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| **Class 5 – Our policies and procedures**  Current written protocols, policies and procedures for delivering our services and responsibilities. (Current information only) | | |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. | **Website:**  <https://osbornenurseryschool.co.uk/policies/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Safeguarding and child protection, including protecting children’s personal data | **Website:**  <https://osbornenurseryschool.co.uk/safeguarding/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Equality and Diversity | **Website:**  <https://osbornenurseryschool.co.uk/equality-diversity/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Policies and procedures relating to recruitment and human resources | **Website:**  <https://osbornenurseryschool.co.uk/policies/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Special educational needs | **Website:**  <https://osbornenurseryschool.co.uk/special-educational-needs-disabilities/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | **Website:**  <https://osbornenurseryschool.co.uk/policies/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Pay Policy | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| Records management (Information security policies   * Records retention, destruction and archive policies)   Data protection (including information sharing and CCTV usage policies) | **Website:**  <https://osbornenurseryschool.co.uk/policies/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Charging regimes and policies | **Website:**  <https://osbornenurseryschool.co.uk/policies/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only (this does not include the attendance register) | | |
| Curriculum circulars and statutory instruments | **Website:**  <https://osbornenurseryschool.co.uk/nursery-curriculum/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | **Hard copy:** available upon request – contact school | 5p per page (hard copy) |
| 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 |
| **Class 7 – The services we offer**  Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. (Current information only) | | |
| Out of school clubs | **Website:**  <https://osbornenurseryschool.co.uk/admissions-information/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Services for which we are entitled to recover a fee, together with those fees | **Website:**  <https://osbornenurseryschool.co.uk/policies/>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |
| Our publications, leaflets, books and newsletters | **Website:**  <https://osbornenurseryschool.co.uk>  **Hard copy:** available upon request – contact school | Free  5p per page (hard copy) |

**Schedule of charges**

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

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| --- | --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** | **Charge** |
| **Disbursement costs** | Photocopying / printing @ pence per sheet (black & white) | Actual cost \* | 5p per page |
| Photocopying / printing @ pence per sheet (colour) | Actual cost \* | 25p per page |
| Postage | Actual cost of Royal Mail standard 2nd class | 85p |
| **Statutory Fee** | In accordance with the relevant legislation (quote the actual statute) | | Not applicable |

\* the actual cost incurred by the school