



# Publication Scheme

February 2023

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## Introduction

### 1.1 Application

This Publication Scheme applies to Park House School and all governors and staff of the school must abide by the scheme, which has been adopted in accordance with and pursuant to the Communications Policy of the Greenshaw Learning Trust.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to this scheme. In implementing this scheme, school staff must take account of any advice given to them by the Headteacher and/or Board of Trustees.

This scheme is subject to the GLT Communications Policy, GLT Freedom of Information Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict, then the GLT Communications Policy and the Scheme of Delegation and any alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

The school is part of the Greenshaw Learning Trust, which has its own publication scheme and information about the Trust is available via that scheme and the Trust website [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk).

### 1.2 Approval and review

This scheme is the responsibility of the Headteacher.

This scheme was approved by the Governing Body on **Date**.

### 1.3 Responsibilities

It is the responsibility of the governing body and the Headteacher of the school to ensure their school and its staff adhere to this Publication Scheme.

### 1.4 How to obtain information

To obtain information from Park House School , please refer to [www.parkhouseschool.org](http://www.parkhouseschool.org)

Alternatively, you can contact the school by email to [office@parkhouseschool.org](mailto:office@parkhouseschool.org) or by writing to the school

Park House School  
Andover Road  
Newbury  
Berkshire  
RG14 6NQ

**Guide to information available from Park House School in accordance with the GLT Communications Policy and Freedom of Information Act**

Class 1 - Who we are and what we do		
	Published on school website	Available on request
Who's who in the school - key members of staff <i>Headteacher, DSL, H&amp;S Lead, Clerk to Governors</i>	/	
Who's who on the governing body and the basis of their appointment	/	
Articles of Association	<i>published on Greenshaw Learning Trust Website</i>	
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	/	
School prospectus	/	
Staffing structure		/
School session times and term dates	/	
Address of school and contact details, including email address.	/	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
	Published on school website	Available on request
Current and previous financial year as a minimum		/
Annual budget plan and financial statements		/
Capital funding		/
Details of expenditure items over £5000 for the current year and 2 years' previous		/
Procurement and contracts the school has entered into, or information relating to the Greenshaw Learning Trust which has done so on its behalf		/
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.		/
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.		/
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		/

<b>Class 3 – What our priorities are and how we are doing</b> Current information as a minimum and in all cases:		
	Published on school website	Available on request
Performance data supplied to the English Government or a direct link to the data	/	
The latest Ofsted report	/	
Post-inspection action plan		/
The school's future plans		/

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Current and previous three years as a minimum

	Published on school website	Available on request
Admissions policy/decisions (not individual admission decisions) – where applicable	/	
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).		/

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Park House School is part of the Greenshaw Learning Trust. All trust policies, including the Complaints Procedure, Equalities Policy and Whistleblowing Procedure, can be downloaded <a href="#">here</a> Official Trust documents, including financial information and the Gender Pay Report and the Annual Equalities Statement can be found under official Trust documents <a href="#">here</a> .	/	
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Class 6 – Lists and Registers		
	Published on school website	Available on request
Currently maintained lists and registers only (this does not include the attendance register).		/
Curriculum circulars and statutory instruments		/
Data breach register		/
Disclosure logs		/
Asset register		/
Any information the school is currently legally required to hold in publicly available registers		/
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities		/
Out of school clubs		/
Services for which the school is entitled to recover a fee, together with those fees		/
School publications, leaflets, books and newsletters		/

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 15p per sheet (black & white)	Actual cost
	Photocopying/printing @ 25p per sheet (colour)	Actual cost
	Postage @ 68p per envelope	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		<p>In accordance with Freedom of Information Act 2000 Section 9 and Information Commissioner's Office guidance.</p> <p>The requester will receive a 'Fee Notice' in writing if the Trust wishes to charge this statutory fee.</p>