

Guide to information available from **Pinxton Village Infant Schools (PVIS), federation of John King and Longwood Community Infant Schools**, under the model publication scheme

Please note - some sources of PVIS information will be combined for both schools (e.g., our website, school policies and financial audit reports) and some will be specific to each school site (e.g., performance data, Ofsted reports and budget plans). Details of whether the schools information is combined or separate is included in the 'How the information can be obtained' section.

Single hard copies of information covered by this publication are generally provided free of charge and most items can be provided electronically via email or via accessing our website. However, if a request involves a lot of photocopying or printing, payment of a large postage charge, or is for a priced item such as some printed publications, the cost will be passed on AFTER agreement with the requestor, as per the Schedule of Charges at the end of this document. We will not fulfil a request until any charges are agreed.

*Information requests under the Freedom of Information Act will be fulfilled within **20 working days after the date of receipt of the request***

<u>Class 1 - Who we are and what we do</u> (Organisational information, structures, locations and contacts)		
This will be current information only		
Information to be published.	How the information can be obtained	Cost
Who's who in the school	Website – http://www.pvischools.com/meet-the-staff.html Links are on the teaching staff page (shows all	Free

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Information to be published.	How the information can be obtained	Cost
	PVIS teaching staff) to access the separate school site support staff pages	
Who's who on the governing body / board of governors and the basis of their appointment	PVIS has one governing body Website – http://www.pvischools.com/meet-the-govs.html	Free
Instrument of Government / Articles of Association	Hard Copy (combined document) – please contact either school office - John King 01773 810314, Longwood 01773 810329 Emailed Copy – contact as above	1 st copy free, additional copies as per Schedule of Charges. Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website – http://www.pvischools.com/	Free
School prospectus and curriculum	Website (via combined School Brochure link) - http://www.pvischools.com/information.html Hard Copy – please contact either school office - John King 01773 810314, Longwood 01773 810329	Free 1 st copy free, additional copies as per Schedule of Charges.

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Information to be published.	How the information can be obtained	Cost
Annual Report (if any)	N/A	
Staffing structure	<p>Website – http://www.pvischools.com/meet-the-staff.html</p> <p>Links are on main teaching staff page to go to separate school site support staff pages</p>	Free
School session times and term dates	<p>Website – Session Times (via combined School Brochure link): http://www.pvischools.com/information.html</p> <p>Term dates: http://www.pvischools.com/news--events.html</p>	Free
Address of school and contact details, including email address.	<p>Separate site address/contact details and email addresses</p> <p>Website – http://www.pvischools.com/</p>	Free

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<u>Class 2 – What we spend and how we spend it:</u>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Current and previous financial year as a minimum		
Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	<p>Separate school budget funding information is available for each school</p> <p>Hard Copy - please contact the relevant school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
Capital funding	<p>Separate school capital funding information is available for each school</p> <p>Hard Copy - please contact the relevant school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>

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<p>Financial audit reports</p>	<p>A joint report is available for both schools</p> <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
<p>Details of expenditure items over £2000 published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Items over £2000 require governing body approval. Records are via governing body meeting minutes, ‘Spend Approval’ agenda item</p> <p>Website – http://www.pvischools.com/governors.html</p> <p>Hard Copy - please contact the relevant school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</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 on its behalf (for example, a local authority or diocese).</p>	<p>Separate procurement/contract information is available for each school</p> <p>Hard Copy - please contact the relevant</p>	<p>1st copy free, additional</p>

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	<p>school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>copies as per Schedule of Charges.</p> <p>Free</p>
Pay policy	<p>Both school’s combined pay policy applies to Teaching staff only. For support staff pay information, please see the link to the Derbyshire County Council’s website at the bottom of this section</p> <p>Website – http://www.pvischools.com/policies.html</p> <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p> <p>Support Staff - http://www.derbyshire.gov.uk/working_for_us/pay_particulars/default.asp</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>

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<p>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.</p>	<p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
<p>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.</p>	<p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Website (Governor expenses policy only) - http://www.pvischools.com/about-the-governors.html</p> <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
<p><u>Class 3 – What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum.</p>		

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Information to be published.	How the information can be obtained	Cost
<p>School profile (if any) 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 / Estyn / Education and Training Inspectorate report - Summary - Full report • Post inspection action plan 	<p>Website - http://www.pvischools.com/information.html</p> <p>Separate links are on this page to each schools Ofsted reports/school profiles and Data Dashboard information</p> <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>There are separate PVIS performance management policies available for teaching and support staff</p> <p>Website – http://www.pvischools.com/policies.html</p> <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule</p>

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	01773 810329 Emailed Copy – contact as above	of Charges. Free
Performance data or a direct link to it	Website - http://www.pvischools.com/information.html Information is available in the Appendix section of the school brochure, via the school brochure link on this page. Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329 Emailed Copy – contact as above	Free 1 st copy free, additional copies as per Schedule of Charges. Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	The schools future plans are detailed in governing body meeting minutes, the combined PVIS School Improvement Plan and may also be communicated via school letter. Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329	Free 1 st copy free, additional copies as per Schedule of Charges.

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	Emailed Copy – contact as above	Free
Safeguarding and child protection policies and procedures	<p>Website – http://www.pvischools.com/policies.html</p> <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
<p><u>Class 4 – How we make decisions</u> (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	<p>Admissions arrangements for our schools are managed by Derbyshire County Council.</p> <p>Website – http://www.derbyshire.gov.uk/education/schools/school_places/primary_admissions/default.asp</p>	Free

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<p>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).</p>	<p>Latest agendas/minutes are available via the school website:</p> <p>Website – http://www.pvischools.com/governors.html</p> <p>Anything not on the website and not regarded as confidential can be provided as a hard copy or electronic copy via email</p> <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
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Class 5 – Our policies and procedures

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

As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.
Current information only.

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<p>Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated</p>	<p>Website – http://www.pvischools.com/policies.html</p> <ul style="list-style-type: none"> • PVIS Charges and Remissions Policy • PVIS Data Protection Policy/Subject Access Request Procedure <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p> <p>Emailed Copy – contact as above</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
<p><u>Class 6 – Lists and Registers</u></p>		
<p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Information to be published.</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy - please contact either school office - John King 01773 810314, Longwood 01773 810329</p>	<p>1st copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>

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	Emailed Copy – contact as above	
Disclosure logs	N/A	
Asset register	Inspection in school only - please contact either school office - John King 01773 810314, Longwood 01773 810329 Hard copies are not available	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection in school only - please contact either school office - John King 01773 810314, Longwood 01773 810329 Hard copies are not available	Free
<u>Class 7 – The services we offer</u> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Website –	Free

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	<p>http://www.pvischools.com/news--events.html</p> <p>Please also contact either school office for the latest information - John King 01773 810314, Longwood 01773 810329</p>	
Out of school clubs	<p>Website – http://www.pvischools.com/activities-and-events-in-the-community.html</p> <p>http://www.pvischools.com/wrap-around-care.html</p> <p>Please also contact either school office for the latest information - John King 01773 810314, Longwood 01773 810329</p>	Free
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters	<p>Website – http://www.pvischools.com/</p> <p>Hard Copy - please contact either school office - John King 01773 810314, Longwood</p>	<p>Free</p> <p>1st copy free, additional copies as per Schedule</p>

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	01773 810329	of Charges.
	Emailed Copy – contact as above	Free
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	<p>Longwood Infant School was awarded Teaching School Status in September 2014. The Teaching School is called Synergy and further information can be obtained from their website - www.synergytsa.com. This Publication Scheme does not include information relating to Synergy.</p>	

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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 @ 2p per sheet (black & white), single or double sided.	Actual rounded cost of copier print charge and paper for double sided print, as listed in the PVIS Charges and Remissions Policy. Single sided sheets are charged at the same rate due to the negligible copier print charge cost difference.
	Photocopying/printing @ 4p per sheet (colour) for single sided sheets and @ 8p per sheet (colour) for double sided	Actual rounded cost of copier print charge and paper, as defined in the PVIS Charges and Remissions Policy.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A
Other		N/A