

Guide to the information available from the United Schools Federation under the model publication scheme.

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do The United Schools Federation consists of four schools (as at October 2015) St. Michael's C. of E. VC Nursery & Primary School, Kingsteignton St. Catherine's C. of E. VA Nursery & Primary School, Heathfield St. Mary's C. of E. VA Primary School, Brixton Marldon C. of E. VA Primary School, Nr. Paignton Ipplepen Primary School, Newton Abbot</p>	<p>The school prospectus for each school can be viewed on each individual website or hard copies available via the school offices.</p>	<p>Nil</p>
<p>Website addresses:- www.st-michaels-pri.devon.sch.uk www.stcatherines-heathfield.devon.sch.uk www.stmarys-brixton.devon.sch.uk www.marldon-primary.devon.sch.uk www,ipplepen-primary.devon.sch.uk</p>		

<p>Who's who in the school:- Mr. Martin Harding - Executive Headteacher Mrs Karen West - Head of School - St. Michael's Mr. Marcus West - Head of School - St. Catherine's Dr. Penny Fitch - Head of School - St. Mary's Mr. Adrian Clements - Head of School - Marldon</p>	<p>Further details available on the school websites and/or hard copies of the school prospectus.</p>	<p>Nil</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Governing Body full details available on the school websites and/or school prospectus.</p>	<p>Nil</p>
<p>Instrument of Government</p>	<p>Available from the Clerk to Governors via the school offices.</p>	<p>Nil</p>
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	<p>Available from the school offices and/or the school websites.</p>	<p>Nil</p>
<p>School prospectus</p>	<p>Hard copies available</p>	<p>Nil</p>

	from the school offices or electronic copies via the school websites.	
Annual Report	No longer required	N/A
Staffing structure	See school prospectus - as mentioned above	Nil
School session times and term dates St. Michael's, Kingsteignton (9.00 a.m. - 3.15 p.m.) Ipplepen Primary School (8.55 a.m. - 3.20 p.m.) Other schools - (9.00 a.m. - 3.30 p.m.)	Full details available via the school offices, newsletters, notice boards, websites. Paper copies available via the school offices.	
Address of school and contact details, including email address. St. Michael's C. of E. VC Nursery & Primary School, Church Street, Kingsteignton, Newton Abbot, Devon, TQ12 3BQ 01626 352854 admin@st-michaels-pri.devon.sch.uk St. Catherine's C. of E. VA Nursery & Primary School, Musket Road, Heathfield, Newton Abbot, Devon. TQ12 6SB 01626 832665 admin@stcatherines-heathfield.devon.sch.uk St. Mary's C. of E. VA Primary School, Elliots Hill, Brixton, Plymouth, Devon, PL8 2AG. 01752 880436 admin@stmarys-brixton.devon.sch.uk Marldon C. of E. VA Primary School, Marldon Cross Hill, Marldon, Paignton,	Full information available via the school offices, or websites. Or by telephone enquiry to the school offices.	



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<p>Devon, TQ3 1PD. 01803 557797 admin@marldon-primary.devon.sch.uk Ipplepen Primary School, Biltor Road, Newton Abbot, Devon, TQ12 5QL 01803812226 admin@ipplepen-primary.devon.sch.uk</p>		
Class 2 - What we spend and how we spend it		
Annual budget plan and financial statements	By written request to the Executive Headteacher	Nil
Capital funding	As above	
Financial audit reports	As above	
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	As above	
Procurement and contracts the school has entered into, or information	As above	

relating to / a link to information held by an organisation which has done so 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	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	As above	
Class 3 - What our priorities are and how we are doing		
School profile - no longer applicable	School websites or by	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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>written request to the Executive Headteacher.</p> <p>Performance data and latest Ofsted information available on the school websites or hard copies available via the school office.</p> <p>Post inspection action plan - details available by written request to the Executive Headteacher.</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>By written request to the Clerk to Governors.</p>	<p>Nil</p>
<p>Performance data or a direct link to it</p>	<p>By written request to the Executive Headteacher.</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>By written request to the Executive Headteacher.</p>	<p>Nil</p>
<p>Safeguarding and child protection</p>	<p>Safeguarding Policy</p>	<p>Nil</p>

	available via the school websites and further details by written request to the Executive Headteacher.	
Class 4 - How we make decisions		
Admissions policy/decisions (not individual admission decisions) - where applicable	Available on DCC websites, admissions booklets and school websites.	
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 Clerk to Governors	Nil
Class 5 - Our policies and procedures <ul style="list-style-type: none"> ▪ Admissions Policies (3 years) ▪ Anti bullying ▪ Behaviour ▪ Charging & Remissions ▪ Collective Worship ▪ Complaints ▪ Curriculum Policy 	Full list of policies and procedures available on the school websites. Individual policies may be available upon written request to the Clerk to Governors.	Nil

<ul style="list-style-type: none"> ▪ Data Protection ▪ E safety ▪ Equality ▪ Exclusions ▪ Freedom of Information ▪ 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 websites or hard copy available via the Clerk to Governors.	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 Governors	
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 websites, via newsletters and posters. Hard copies may also be requested via the school offices.	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:- Mr. M. Harding, Executive Headteacher, United Schools Federation, St. Michael's C. of E. Nursery & Primary School, Church Street, Kingsteignton, Newton Abbot, Devon. TQ12 3BQ 01626 352854 admin@st-michaels-pri.devon.sch.uk or Clerk to Governors c/o the above address		



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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 (black & white)	Photocopying and postage not usually charged although may be reconsidered by the GB if large documents are requested. (See Charging Policy for full details).
	Photocopying (colour)	
	Postage	
Statutory Fee		
Other		