



STEPHEN HAWKING SCHOOL

GUIDE TO INFORMATION

A guide to information available from Stephen Hawking School under the model publication scheme.

Class 1: Who we are and what we do (organisational information, structures, locations and contacts *(current information only)*)

Information	Availability
Who's who in the school	Hard copy
Who's who on the governing body, the basis of their appointment, duties and contact details	School website
School curriculum outline	School website
Gender pay gap report	Hard copy
School day timings	Hard copy
Term dates	School website

Class 2: What we spend and how we spend it (projected and actual income/expenditure, procurement, contracts and financial audit)

Information	Availability
Annual budget plan and financial statements	Hard copy
Expenditures	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Procurements and contracts	Hard copy
Staff pay and grading structures	Hard copy
Governors's allowances	Hard copy
Pupil premium funding and spending	School website
Trade union facility time report	School website

Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

Information	Availability
Performance data supplied to the government	Hard copy
Latest Ofsted report	https://reports.ofsted.gov.uk/provider/25/131023
Performance management information	Hard copy
Future plans	Hard copy
Exam and assessment results	Hard copy
Performance tables	https://www.compare-school-performance.service.gov.uk/school/131023/stephen-hawking-school/primary
Impact assessments	Hard copy

Class 4: How we make decisions (Decision-making processes and records of decisions)

Information

Availability

Admissions policy and decisions

School website

Minutes of meetings of the governing body and its committees

Hard copy

Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Information	Availability
School policies and other documents	School website/Hard copy
Records management, personal data and access to information policies	Hard copy
Equality and diversity	School website/Hard copy
Safeguarding and child protection	Hard copy
Pay policy	Hard copy
Health and safety	Hard copy
Policies and procedures for human resources and the recruitment of staff	Hard copy
Current vacancies	School website/Hard copy
Careers programme information	Hard copy
Complaints procedures, including for dealing with parental complaints	School website
Charging regimes and policies	School website

Class 6: Lists and registers *(current information only)*

Information

Availability

Curriculum circulars and statutory instruments

Hard copy

CCTV

Hard copy

Disclosure logs

Hard copy

Asset register

Hard copy

information we are currently legally required to hold in publicly available registers

Hard copy

Class 7: The services we offer (Information about the services the school provides including leaflets, guidance and newsletters)

Information

Availability

Extra-curricular activities

Hard copy

Out of school clubs

Hard copy

School publications

Hard copy

Leaflets, booklets and newsletters

Hard copy

Schedule of Charges

Type of Charge	Description of Charge	Charge	Basis of Charge
Disbursement cost	Photocopying/printing (monochrome)	0.6p per page	Actual cost
Disbursement cost	Photocopying/printing (colour)	5p per page	Actual cost
Disbursement cost	Postage	Variable	Actual cost of Royal Mail 2nd Class postage (dependent on weight and size of content)

Charges correct at time of publication.

It is expected that information available on the school or other websites should be downloaded by the requestor.