Hayes Park School
Learning for life

Information to be published

This complies with the Information Commissioner's Office Model Publication Scheme

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)
This will be current information only

Type of Information	How the information can be obtained
Who's who in the school	School website: Hayes Park School - Senior Leadership Team https://www.hayesparkschool.co.uk/Our-Staff/ Hard copy: available upon request
Who's who on the governing body and the basis of their appointment	https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/102439 Click on the Governance link School Website: www.hayesparkschool.co.uk/Our-School/Our-Governors/
Instrument of Government / Articles of Association	Hard copy: available upon request
Contact details for the Head teacher and for the Governing Body, via the school (named contacts where possible).	School website – www.hayesparkschool.co.uk
Staffing structure	School website – www.hayesparkschool.co.uk
An outline of the school curriculum	School website – www.hayesparkschool.co.uk/Learning/Our-Curriculum/

School term dates	School website – www.hayesparkschool.co.uk/Parents/Term-Dates/
Timings of the school day	School website – www.hayesparkschool.co.uk/School-Opening-Hours/
Address of school and contact details, including email address.	School website – www.hayesparkschool.co.uk/Contact-Us/
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Information from the latest year available: - https://financial-benchmarking-and-insights-tool.education.gov.uk/school/102439	
Annual budget plan and financial statements	View in school by appointment only
Capital funding	View in school by appointment only
Financial audit reports	View in school by appointment only
Details of expenditure items over £5000	View in school by appointment only
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.	View in school by appointment only
Pay policy	View in school by appointment only
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	View in school by appointment only
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 £5,000; for more junior posts, by salary range.	View in school by appointment only
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	View in school by appointment only
Pupil Premium expenditure	School Website – www.hayesparkschool.co.uk/Our-School/Pupil-Premium/

Sports Grant expenditure	School Website –www.hayesparkschool.co.uk/Our-School/Sports-Premium/
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 Profile	https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/102439
Performance data supplied to the English Government or a direct link to the data	www.hayesparkschool.co.uk/Our-School/Results-and-Awards/ www.compare-school-performance.service.gov.uk/school/102439/hayes-park-school/primary
The latest Ofsted report	https://reports.ofsted.gov.uk/provider/21/102439
Performance management policy and procedures adopted by the Governing Body	Hard copy: available upon request
Performance data or a direct link to it	www.hayesparkschool.co.uk/Our-School/Results-and-Awards/ www.compare-school-performance.service.gov.uk/school/102439/hayes-park-school/primary
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status. 3 key priorities for future development.	Hard copy: available upon request
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	Our current Admissions Policy is available on the school website www.hayesparkschool.co.uk/Our-School/Admissions/ Further enquiries should be directed to the school
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).	View in school by appointment only

Class 5 – Our policies and procedures

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

Current information only.

Accessibility Plan Admissions Policy and Criteria Anti- Bullying Policy Attendance Policy Behaviour Policy Behaviour Statement by Governors Charging and Remissions Policy Complaints Procedure Online Safety English Extra-Curricular Clubs Freedom of Information Equality Information Home Learning Inclusion Information to be Published Managing the Conduct of Parents & Other Visitors Music Development Plan Relationships & Sex Education Safeguarding and Child Protection School Dog Special Educational Needs SEND School Information Report Supporting Pupils with Medical Conditions Uniform	The listed policies are available on the school website: www.hayesparkschool.co.uk/Policies/ Hard copies of these and other policies are available upon request

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	View in school by appointment only
Disclosure logs	View in school by appointment only
Asset register	View in school by appointment only
CCTV – camera locations	Signage around the school. CCTV Policy view in school by appointment only.
Any information the school is currently legally required to hold in publicly available registers (**this does not include the attendance register**)	View in school by appointment only
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	
Extra-curricular activities	School website: www.hayesparkschool.co.uk/ (Hayes Park Extras tab)
Out of school clubs	School website: www.hayesparkschool.co.uk/ (Hayes Park Extras tab)
Services for which the school is entitled to recover a fee, together with those fees	View in school by appointment only
School publications, leaflets, booklets and newsletters	Most publications are available via the School website – www.hayesparkschool.co.uk Instagram – hayesparkschool Twitter - https://twitter.com/hayesparkschool?lang=en

SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Photocopying/printing, paper and labour	10p per page
	Photocopying/ printing @ pence per sheet (colour)	Photocopying/printing, paper and labour	15p per page
	Postage	Actual cost of Royal Mail standard 2nd class (depending on size)	From 85 p or £1.55 (22.10.24)
Statutory Fee	In accordance with the relevant legislation		not applicable