




Ulverston Victoria

High School

Guide to information available from Ulverston Victoria High School under the Model Publication Scheme

Author/Owner:	Approved	Chair of Governors Signature:
D Stamp	Yes	
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Freedom of Information

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Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	<i>*For Actual cost see table on page 10</i>
Instrument of Government	Hard Copy – Contact Head’s PA https://www.uvhs.uk/instrument-of-governance	Actual cost* Free
School prospectus	Hard Copy – Contact Head’s PA Main School: https://www.uvhs.uk/prospectus	Actual cost* Free

	Sixth Form: www.uvhs.uk/prospectus-6th-form	
School curriculum	Hard Copy – Contact Head’s PA https://www.uvhs.uk/curriculum	Actual cost* Free
Who’s who on the governing body and the basis of their appointment, duties of the governors.	Hard Copy – Contact Head’s PA www.uvhs.uk/governors	Actual cost* Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard Copy – Contact Head’s PA www.uvhs.uk/contact-us	Actual cost*
School session times and term dates	Hard Copy – Contact Head’s PA www.uvhs.uk/term-dates	Actual cost* Free
School contact information	Hard Copy – Contact Head’s PA www.uvhs.uk/contact-us	Actual cost* Free
Staffing structure	Hard Copy – Contact Head’s PA www.uvhs.uk/staff-list	Actual cost* Free
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)	(hard copy and/or website)	<i>*For Actual cost see table on page 10</i>

Current and previous financial year as a minimum		
Financial information for the current and previous two financial years.	Hard Copy – Contact Head’s PA	Actual cost*
Expenditures	Hard Copy – Contact Head’s PA	Actual cost*
Capital funding	Hard Copy – Contact Head’s PA	Actual cost*
Financial audit reports	Hard Copy – Contact Head’s PA	Actual cost*
Procurement and contracts	Hard Copy – Contact Head’s PA	Actual cost*
Staff allowances and expenses	Hard Copy – Contact Head’s PA	Actual cost*
Staff pay and grading structures	Hard Copy – Contact Head’s PA	Actual cost*
Governors’ allowances	Hard Copy – Contact Head’s PA	Actual cost*
Premiums or other forms of financial support available	Hard Copy – Contact Head’s PA	Actual cost*
TU facility time reporting	Hard Copy – Contact Head’s PA	Actual cost*
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	<i>*For Actual cost see table on page 10</i>

Current information as a minimum		
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report 	Hard Copy – Contact Head’s PA www.uvhs.uk/exam-performance www.uvhs.uk/ofsted	Actual cost* Free
Performance management policy and procedures adopted by your governing body.	Hard Copy – Contact Head’s PA	Actual cost*
Schools future plans	Hard Copy – Contact Head’s PA www.uvhs.uk/school-improvement	Actual cost* Free
Exam and assessment results & performance tables	https://www.uvhs.uk/exam-performance	Free
Data protection impact assessments or other impact assessments	Hard Copy – Contact Head’s PA	Actual cost*
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	<i>*For Actual cost see table on page 10</i>

Admissions policy/decisions (not individual admission decisions)	Hard Copy – Contact Head’s PA www.uvhs.uk/admission-policy	Actual cost*
Agendas of meetings of the governing body and (if held) its subcommittees	Hard Copy – Contact Head’s PA	Actual cost*
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy – Contact Head’s PA	Actual cost*
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	<i>*For Actual cost see table on page 10</i>
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard Copy – Contact Head’s PA www.uvhs.uk/policy	Actual cost* Free

<ul style="list-style-type: none"> • Pay policy • Safeguarding and child protection 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Hard Copy – Contact Head’s PA</p> <p>www.uvhs.uk/policy</p>	<p>Actual cost*</p> <p>Free</p>
<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) 	<p>Hard Copy – Contact Head’s PA</p> <p>www.uvhs.uk/policy</p>	<p>Actual cost*</p> <p>Free</p>
<p>Charging regimes and policies.</p> <p>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.</p>	<p>Hard Copy – Contact Head’s PA</p> <p>www.uvhs.uk/policy</p>	<p>Actual cost*</p> <p>Free</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p><i>*For Actual cost see table on page 10</i></p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy – Contact Head’s PA</p>	<p>Actual cost*</p>
<p>Disclosure logs</p>	<p>Inspection – Contact Head’s PA</p>	<p>Actual cost*</p>
<p>Asset register</p>	<p>Inspection – Contact Head’s PA</p>	<p>Actual cost*</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Hard Copy – Contact Head’s PA</p>	<p>Actual cost*</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p><i>*For Actual cost see table on page 10</i></p>
<p>Extra-curricular activities</p>	<p>Hard Copy – Contact Head’s PA</p>	<p>Free</p>

	www.uvhs.uk/extracurricular	
Out of school clubs	Hard Copy – Contact Head’s PA www.uvhs.uk/extracurricular	Free
School publications	Hard Copy – Contact Head’s PA www.uvhs.uk	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy – Contact Head’s PA	Free
Leaflets books and newsletters	Hard Copy – Contact Head’s PA www.uvhs.uk	Free

Contact details:

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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
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Disbursement cost	Photocopying/printing @ 20p per sheet (black & white)	Actual cost*
	Photocopying/printing @ £1 per sheet (colour) subject to variation	Actual cost*
	Postage	Actual cost* of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the Actual cost incurred by the public authority