

Guide to information available from The Crypt School under the model publication scheme

Hard copies of information may be requested by contacting The School Office, The Crypt School, Podsmead Road, Gloucester GL2 5AE: tel 01452 530291 or email office@crypt.gloucs.sch.uk. Single hard copies of information covered by the Scheme are provided free of charge; multiple copies will be charged at the rates indicated in the fee scheme at the end of this guide. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

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 – current information)	(hard copy and/or website)	
Who's who in the school	Website Hard copy	Free/£
Who's who on the Board of Trustees and the basis of their appointment	Website Hard copy	Free/£
Articles of Association and Funding Agreement	Website Hard copy	Free/£
Contact details for the Head teacher and for the governing body, via the school.	Website Hard copy	Free/£
School prospectus	Website Hard copy	Free/£
Outline of the School Curriculum	Website Hard copy	Free/£
Annual Report	Website Hard copy	Free/£

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School session times and term dates	Website Hard copy	Free/£
Address of school and contact details, including email address.	Website Hard copy	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): current and previous two financial years	(Hard copy or website)	
Annual budget plan and financial statements	Hard copy	Free/£
Capital funding – information on major plans for capital expenditure.	Hard copy	Free/£
Financial audit reports - audited accounts	Website Hard copy	Free/£
Details of expenditure items over £5000	Hard copy	Free/£
Procurement and contracts: Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy	Free/£
Pay policy – statement of the Academy’s policy and procedures regarding teachers’ pay.	Website Hard copy	Free/£
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. Must at least include travel, subsistence and accommodation	Hard copy	Free/£

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Staffing, pay and grading structure: total benefits paid over £100k, in bands of £10k	Hard copy/website	Free/£
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual Trustees.	Hard copy	Free/£
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews – current information)	(hard copy or website)	
Annual report	Website/hard copy	Free/£
Performance data supplied to the Government: a direct link to the data on "Find and Compare Schools in England"	Website	Free
The latest Ofsted report - Summary and full report	Website/hard copy	Free/£
GCSE and A level exam results	Website/hard copy	Free/£
Performance management policy and procedures adopted by the governing body.	Website/hard copy	Free/£
The Academy's future plans: for example, proposals for and any consultation on the future of the school, such as a change in status	Website/hard copy	Free/£
Careers programme information	Website/hard copy	Free/£
Safeguarding and child protection: policies and procedures	Website/hard copy	Free/£

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years	(hard copy or website)	
Admissions policy – current and next year	Website/hard copy	Free/£
Admissions policy – previous years	Hard copy	
Admissions and appeals procedures	Hard copy	
Minutes of meetings of the Full Board (NB this will exclude information that is properly regarded as private to the meetings).	Website or hard copy	Free/£
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Records management and personal data policies, including: • Information security policies • Data protection (including privacy notices)	Website or hard copy	Free/£
Records retention schedule	Hard copy	Free/£
Complaints procedure	Website or hard copy	Free/£
Policies and procedures for delivering our services and	Website or hard copy	Free/£

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responsibilities, including safeguarding, SEND, behaviour		
Charging regimes and policies: Charging and remissions policy	Website or hard copy	Free/£
Equal opportunities policy, objectives and compliance with the public sector equalities duty	Website or hard copy	Free/£
Accessibility Policy		
Policies and procedures for the recruitment of staff, including current vacancies	Website or hard copy	Free/£
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Disclosure log – indication of information provided in response to FOIA/EIR requests	By inspection – contact School office	Free
Asset register	By inspection – contact School office	Free
CCTV surveillance locations	By inspection – contact School office	Free
Any information the school is currently legally required to hold in publicly available registers	By inspection – contact School office	Free
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance	(hard copy or website; some information may	

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and newsletters produced for the public and businesses. Current information only.	only be available by inspection)	
Extra-curricular activities	Website or hard copy	Free/£
Out of school clubs	Website or hard copy	Free/£
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Free/£
School publications, leaflets and newsletters	Website or hard copy	Free/£
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Commercial publications with cover price	Cover price