

Information available from Fair Acres Federation under the model publication scheme.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only	(hard copy and/or website)	
Contact details for the schools, postal and email address. Where possible named contacts with telephone number and email address	Website	
Head teacher's contact details	Website	
Who's who in the school	Website	
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website	
For academies: Trustees' contact details	N/A	
For academies: Trustee who's who	N/A	
Instrument of Government / Articles of Association	Website	

School/academy prospectus	Website	
School/academy session times and term dates	Website	
Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget and financial statements	held by Lincolnshire County Council (LCC)	
For academies: Annual accounts	N/A	
Capital Funding	held by LCC	
Financial Audit reports	LCC	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	LCC	
Staff Pay - details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	LCC	
Staff allowances and expenses that can be incurred or claimed, with		

totals paid to individual senior staff members		
For academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	N/A	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Policy on website	
Procurement and contracts we have entered into	LCC	
Details of any premiums we receive such as Pupil Premium	Website	
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	(hard copy or website)	
Annual Report	Not held	
Latest reports from regulators (Ofsted) - Summary - full report - Post-inspection action plan	School Website/Ofsted Website	
Exam and assessment results	Website	
Performance tables	Website	

Careers programme information	Not held	
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy such as a change in status	School Development plan available on request	
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Link to data on website	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health and Safety Impact assessment, Equality Impact Assessments etc), as appropriate and relevant	By request	
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)	
Admissions policy and, where applicable admission decisions (eg application numbers / patterns of successful applicants, including criteria on which	Website and LCC	

applications were successful)		
Agenda and minutes of meetings of the governors and its committees, unless an exemption applies to the information or parts of it	Hard copy on request if not exempted	
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos, etc	Website	
Safeguarding and child protection, including protecting children's personal data	Website	
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998	Website	
Policies and procedures relating to recruitment and human resources	Website	
Special educational needs	Website	
Customer service and Complaints policies and	Website	

procedures (including those covering handling requests for information and operating the publication scheme)		
Pay policy	Website	
Records management (Information security policies, Records retention, destruction and archive policies)	Data Protection policy on website	
Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies	Website	
(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	N/A	
Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory requirements	Website	
CCTV Details of the locations of any overt CCTV	N/A	

surveillance cameras operated by us or on our behalf		
Disclosure logs, ie information provided in response to FOIA/EIR requests	Not held	
Asset register and Information Asset register	By inspection	
Any information we are we are currently legally required to hold in publicly available registers	By inspection	
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	Website	
Out of school / academy clubs	Website	
Services for which we are entitled to recover a fee, together with those fees	Normanby: Nursery information on website Faldingworth: Not held	
Requests for paper copies of information	Website	
Our publications, leaflets, books and newsletters	Website	
Additional Information		

Any information that is not itemised in the lists above		
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