



Publication Scheme

JW – October 2023

This is a list of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.
Requests for information should be sent to admin@markeaton.derby.sch.uk

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts Current information only		
Who's Who in School	School Website	No charge
Governing body – names and contact details of the governors and the basis of their appointment	School Website	No charge
Instrument of Government – Funding Agreements	DfE Website	No charge
Staffing structure	School Website	No charge
School session times, term dates and holidays	School Website	No charge
Location & Contact information – address, telephone numbers & website	School Website	No charge
Contact details for the Headteacher and the Governing Body	School Website	No charge
School Prospectus	School Website	No charge

Information available	How the information can be obtained	Charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
Annual financial statements, capital funding and income generation for prior years	Hard Copy	Schedule of charges
Statutory Accounts	Companies House Website	No charge

Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Hard Copy	Schedule of charges
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Procurement and contracts, subject to the commercial/confidential public interest test	Hard Copy	Schedule of charges
Pay Policy	Hard Copy	Schedule of charges
Staff structure	School Website	No charge
Governors' allowances – details of allowances/expenses that can be claimed/incurred	Hard Copy	Schedule of charges

Information available	How the information can be obtained	Charge
Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
School Profile -Government supplied data	DfE Website	Schedule of charges
-Latest OFSTED report – summary and full report	Ofsted Website	
-Examination results	School Website	No charge
	School Website	No charge
Performance Management Policy	Hard Copy	Schedule of charges
School Development Priorities	School Website	No charge
Safeguarding Policy	School Website	No charge

Information available	How the information can be obtained	Charge
Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	School Website	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	School Website	No charge

Information available	How the information can be obtained	Charge
Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Policies including: Charging and Remission Policy Complaints Procedure Safeguarding Policy	School Website School Website School Website	No charge No charge No charge

Pupil and curriculum policies including:		
Relationships and Sex Education Policy	School Website	No charge
Special Needs Educational Policy	School Website	No charge
Accessibility Targets	School Website	No charge
Equality Policy	School Website	No charge
Pupil Behaviour Policy	School Website	No charge

Information available	How the information can be obtained	Charge
Procedures and Policies Current information as a minimum		
Records Management and Personal Data Policies:		
Information Security Policy	School Website	No charge
Records Retention Policy	Hard Copy	Schedule of charges
Data Protection Policy	School Website	No charge
Charging and Remissions Policy	School Website	No charge

Information available	How the information can be obtained	Charge
Lists and Registers only		
Disclosure Logs	In School	Schedule of charges
Asset Register	In School	Schedule of charges
Any information the School is currently legally required to hold in publicly available registers	In School	Schedule of charges
Information services Currently information only		
Extra-curricular activities Out of School Clubs	School Website	No charge
School publications	School Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	School Website	No charge
Leaflets, booklets and newsletters	School Website	No charge

Schedule of charges:

If photocopying or printing is involved for hard copies, these will be charged at cost, plus an admin fee for the time taken, and any postage added on.