

## Guide to Information available from Rowan Gate Primary School (under the model publication scheme)

This 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  |
|---|---|
| <b>Class 1 - Who we are and what we do</b><br><b>Information about us; our structures, locations and contacts</b><br>Introductions for parents<br>Our Schools – Rushden<br>Our Schools – Opening of Rowan Gate East<br>Our Schools – Wellingborough<br>Specification of Provision | Website: rowangateprimary.co.uk<br><br><a href="http://www.rowangateprimary.co.uk/about-us/introduction-for-parents#">www.rowangateprimary.co.uk/about-us/introduction-for-parents#</a><br><a href="http://www.rowangateprimary.co.uk/about-us/our-schools/rushden">www.rowangateprimary.co.uk/about-us/our-schools/rushden</a><br><a href="http://www.rowangateprimary.co.uk/about-us/our-schools/opening-of-rowan-gate-east">www.rowangateprimary.co.uk/about-us/our-schools/opening-of-rowan-gate-east</a><br><a href="http://www.rowangateprimary.co.uk/about-us/our-schools/wellingborough-school">www.rowangateprimary.co.uk/about-us/our-schools/wellingborough-school</a><br><a href="http://www.rowangateprimary.co.uk/about-us/specification-of-provision">www.rowangateprimary.co.uk/about-us/specification-of-provision</a><br><br>Hard copy available on request |
| <b>Contact details for the Schools, postal address</b><br>Office named contacts with telephone numbers<br>SEN contact   | On our website and the top and bottom ribbon – <a href="http://www.rowangateprimary.co.uk">www.rowangateprimary.co.uk</a><br><a href="http://www.rowangateprimary.co.uk/contact-us">www.rowangateprimary.co.uk/contact-us</a><br><a href="http://www.rowangateprimary.co.uk/contact-us">www.rowangateprimary.co.uk/contact-us</a><br>Hard copy available on request   |
| <b>Head teacher's contact details</b>   | <a href="http://www.rowangateprimary.co.uk/key-information/statutory-information">www.rowangateprimary.co.uk/key-information/statutory-information</a><br><a href="http://www.rowangateprimary.co.uk/contact-us">www.rowangateprimary.co.uk/contact-us</a><br>Hard copy available on request  |
| <b>Who's who in the school</b><br><br>Our staff and leadership team<br>Family Liaison Team Introductions  | <a href="http://www.rowangateprimary.co.uk/about-us/slt/our-staff-leadership-team">www.rowangateprimary.co.uk/about-us/slt/our-staff-leadership-team</a><br><a href="http://www.rowangateprimary.co.uk/about-us/slt/family-liaison">www.rowangateprimary.co.uk/about-us/slt/family-liaison</a><br><br>Hard copy available on request  |
| <b>Who's who on the governing body / board of governors and selection criteria for appointment</b><br><br><b>Governing body's contact details</b><br>Governors Make up<br>Governor Mark<br>Ofsted rating for Governors  | Contactable via the school - the clerk of governors<br><a href="http://www.rowangateprimary.co.uk/about-us/slt/governors">www.rowangateprimary.co.uk/about-us/slt/governors</a><br><a href="http://www.rowangateprimary.co.uk/about-us/slt/governors">www.rowangateprimary.co.uk/about-us/slt/governors</a><br><a href="http://www.rowangateprimary.co.uk/about-us/slt/governors">www.rowangateprimary.co.uk/about-us/slt/governors</a>   |

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| Governors Attendance at Meetings<br>Governors Pen Portraits<br>Information of the Governing Body, including pecuniary interests   | <a href="http://www.rowangateprimary.co.uk/about-us/slt/governors">www.rowangateprimary.co.uk/about-us/slt/governors</a><br><a href="http://www.rowangateprimary.co.uk/about-us/slt/governors">www.rowangateprimary.co.uk/about-us/slt/governors</a><br><a href="http://www.rowangateprimary.co.uk/about-us/slt/governors">www.rowangateprimary.co.uk/about-us/slt/governors</a><br>Hard copy available on request |
| Instrument of Government<br>Articles of Association   | <a href="http://www.rowangateprimary.co.uk/about-us/slt/governors">www.rowangateprimary.co.uk/about-us/slt/governors</a><br>Hard copy available on request   |
| School prospectus   | <a href="http://www.rowangateprimary.co.uk/about-us/specification-of-provision">www.rowangateprimary.co.uk/about-us/specification-of-provision</a><br>Hard copy available on request   |
| School session times and term dates   | <a href="http://www.rowangateprimary.co.uk/parents-area/school-times-of-day">www.rowangateprimary.co.uk/parents-area/school-times-of-day</a><br><a href="http://www.rowangateprimary.co.uk/parents-area/leave-of-absence-term-time-holidays">www.rowangateprimary.co.uk/parents-area/leave-of-absence-term-time-holidays</a><br>Hard copy available on request   |
| <b>Class 2 – What we spend and how we spend it</b><br>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit<br>Current and previous financial year as a minimum | Hard copy: available on request – contact the school   |
| Annual budget and financial statements  | Hard copy: available on request – contact the school   |
| Capital funding   | Hard copy: available on request – contact the school   |
| Financial Audits reports  | Hard copy: available on request – contact the school   |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)  | Hard copy: available on request – contact the school   |
| Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range   | <a href="http://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a> - PAY RANGES IN THIS SCHOOL<br><br>Hard copy: available on request – contact the school   |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members  | Hard copy: available on request – contact the school   |

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| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors   | <a href="https://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">https://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy: available on request – contact the school   |
| Details of any premiums we receive such as Pupil premium.  | <a href="http://www.rowangateprimary.co.uk/key-information/sport-pupil-premium">www.rowangateprimary.co.uk/key-information/sport-pupil-premium</a><br>Hard copy available on request  |
| <b>Class 3 – What our priorities are and how we are doing</b><br>Strategies, performance indicators, audits, inspections and reviews   | School Ethos, Vision & Strategy - <a href="http://www.rowangateprimary.co.uk/about-us/school-ethos-and-values-mission-statement-5-keys-roots-to-growth">www.rowangateprimary.co.uk/about-us/school-ethos-and-values-mission-statement-5-keys-roots-to-growth</a>                    |
| Annual Report  | The school provides Termly Progress reports to parents via email. - Hard copy available on request  |
| Latest reports from regulators (Ofsted)<br>- Summary<br>- Full report  | <a href="http://www.rowangateprimary.co.uk">www.rowangateprimary.co.uk</a><br>Hard copy available on request<br>Home page<br><a href="http://www.rowangateprimary.co.uk/key-information/statutory-information">www.rowangateprimary.co.uk/key-information/statutory-information</a> |
| Performance tables   | <a href="http://www.rowangateprimary.co.uk/key-information/pupil-progress-and-attainment">www.rowangateprimary.co.uk/key-information/pupil-progress-and-attainment</a>  |
| 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.   | Hard copy: available on request – contact the school  |
| 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)  | Hard copy: available on request – contact the school  |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hard copy: available on request – contact the school  |

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| <b>Class 4 – How we make decisions</b><br><br>Decision making processes and records of decisions   | Governors meeting minutes - Hard copy: available on request – contact the school<br><br>Code of conduct – <a href="https://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">https://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br><br>School Ethos, Vision & Strategy - <a href="http://www.rowangateprimary.co.uk/about-us/school-ethos-and-values-mission-statement-5-keys-roots-to-growth">www.rowangateprimary.co.uk/about-us/school-ethos-and-values-mission-statement-5-keys-roots-to-growth</a> |
| Admissions policy and, where applicable, admission decisions <i>(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)</i> | <a href="http://www.rowangateprimary.co.uk/key-information/admission">www.rowangateprimary.co.uk/key-information/admission</a><br><br><a href="http://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy available on request  |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.   | Available on request - hard copy only – except private and confidential minutes   |
| <b>Class 5 – Our policies and procedures</b><br><br>Current written protocols, policies and procedures for delivering our services and responsibilities                                  | <a href="http://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy available on request  |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.  | <a href="http://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy available on request<br><a href="http://www.rowangateprimary.co.uk/key-information/prevent-strategy-our-risk-assessment">www.rowangateprimary.co.uk/key-information/prevent-strategy-our-risk-assessment</a>  |
| Safeguarding and child protection, including protecting children’s personal data   | <a href="http://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy available on request  |
| Equality and Diversity   | Equality Policy<br>Equality Our Key Priorities  |

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| (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)  | <a href="http://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy available on request  |
| Policies and procedures relating to recruitment and human resources   | Hard copy available on request  |
| Special educational needs   | SEN Policy<br>SEN Report<br><a href="http://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy available on request                                    |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | Complaints Policy<br>Freedom of Information Scheme<br><a href="https://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">https://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy available on request |
| Pay Policy  | Hard copy: available on request – contact the school  |
| Records management (Information security policies<br>• Records retention, destruction and archive policies)<br><br>Data protection                        | We keep records of pupils on roll only.<br><br><a href="https://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">https://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a>  |
| Charging regimes and policies   | Charging policy<br><a href="http://www.rowangateprimary.co.uk/key-information/school-policies-stat-sen">www.rowangateprimary.co.uk/key-information/school-policies-stat-sen</a><br>Hard copy available on request   |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only (this does not include the attendance register)                 | Inspection only - contact school  |
| Curriculum circulars and statutory instruments  | <a href="http://www.rowangateprimary.co.uk/about-us/the-new-school-curriculum">www.rowangateprimary.co.uk/about-us/the-new-school-curriculum</a>  |

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| <b>CCTV</b><br><br>Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf   | The school has CCTV cameras outside the buildings on the school site.<br><br>The school has one CCTV internal camera which is sited on KS2 corridor in Wellingborough.   |
| Disclosure logs, ie information provided in response to FOIA/EIR requests  | Inspection only - contact school   |
| Asset register and Information Asset register  | Inspection only - contact school   |
| Any information we are currently legally required to hold in publicly available registers  | Inspection only - contact school   |
| <b>Class 7 – The services we offer</b><br><br>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses<br><br>Current information only | Stay and Playschool (under 4 with SEN/Additional Needs)<br><a href="http://www.rowangateprimary.co.uk/about-us/pre-school">www.rowangateprimary.co.uk/about-us/pre-school</a><br><br>Outreach to Mainstream Primary and Nursery Schools – contact lead practitioner – <a href="mailto:iblackwood@rowangate.northants.sch.uk">iblackwood@rowangate.northants.sch.uk</a><br><br><a href="http://www.rowangateprimary.co.uk/news/school-newsletters">www.rowangateprimary.co.uk/news/school-newsletters</a><br>(hard copy or website; some information may only be available by inspection) |
| Services for which we are entitled to recover a fee, together with those fees  | Stay and Playschool (under 4 with SEN/Additional Needs) £2 per child   |
| Requests for paper copies of information   | Cost – Black and White 5 p per page, Colour 10 p per page<br><br>Contact the school office – Wellingborough 01933 304970 / Rushden 01933 351200  |
| Our publications, leaflets, books and newsletters  | Prospectus - <a href="https://www.rowangateprimary.co.uk/key-information/statutory-information">https://www.rowangateprimary.co.uk/key-information/statutory-information</a>   |

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|  | Stay and Playschool Leaflet - <a href="https://www.rowangateprimary.co.uk/about-us/pre-school">https://www.rowangateprimary.co.uk/about-us/pre-school</a><br><br><a href="http://www.rowangateprimary.co.uk/news/school-newsletters">www.rowangateprimary.co.uk/news/school-newsletters</a> |
| <b>Additional Information</b><br>Any information that is not itemised in the lists above |   |

### 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  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying single page<br>no charge<br>A numbers of pages –<br>more than 10 pages - 5p<br>per sheet (black & white) | Actual cost 0.1p per sheet   |
|                          | Photocopying single page<br>no charge<br>A numbers of pages –<br>more than 10 pages - 10p<br>per sheet (colour)       | Actual cost 2p per sheet   |
|                          |   |  |
|                          | Postage   | Actual cost of Royal Mail<br>standard 2 <sup>nd</sup> class                  |
|                          |   |  |
| <b>Statutory Fee</b>     |   | In accordance with the<br>relevant legislation (quote<br>the actual statute) |
|                          |   |  |
| <b>Other</b>             |   |  |

\* the actual cost incurred