**Who we are and what we do**

Organisational information, structures, locations and contacts

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| **Information to be published.**  | **How the information can be obtained** | **Cost** |
| Who’s who on the governing board of governors and the basis of their appointment | From SSPS directly or via our website | £0 |
| Instrument of Government/Articles of Association | From Clerk to Management Committee via SSPS | £0 |
| Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).  | Via our websiteSam Crabb – Chair of Management ComitteeHeadteacher/ SENCo - Jo SimonsDeputy Head/DSL – Rebecca BennettAssistant Heads – Jacky Walsh & Richard LucasBusiness Manager – Claire Brand  | £0 |
| School prospectus | Currently in preparation and will be available From SSPS directly or via our website | £0 |
| Annual Report | From SSPS directly (Governor’s Annual Report) | £0 |
| Staffing structure | From SSPS directly  | £0 |
| School session times and term dates | From SSPS directly or via our websiteTerm dates (exc inset days are as per Somerset County Council publication) | £0 |
| Address of school and contact details, including email address. | From SSPS directly or via our website. Telephone number is 01935 410793 | £0 |

**What we spend and how we spend it**

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| **Information to be published.**  | **How the information can be obtained** | **Cost** |
| Annual budget plan and financial statements | From SSPS directly | £0 |
| Capital funding | From SSPS directly | £0 |
| Financial audit reports | From SSPS directly | £0 |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | From SSPS directly | £0 |
| Procurement and contracts the school has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | From SSPS directly | £0 |
| Pay policy | From SSPS directly | £0 |
| 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. | From SSPS directly. Pay Policy is available on our website. There are no staff with salary £60,000 at January 2018 | £0 |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | Pay is as per National Scales for Support Staff, Teaching staff and Leadership grades. Salaries per £10,000 band:Up to £10,000 13 posts£10- £20,000 13 posts £20-£30,000 14 posts£30-£40,000 4 posts£40-£50,000 8 posts£50-£60,000 3 posts | £0 |
| Governors’ allowances that can be incurred or claimed and a record of total payments made to individual governors. | From SSPS directly | £0 |

**What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

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| --- | --- | --- |
| **Information to be published.**  | **How the information can be obtained** | **Cost** |
| School profile and in all cases:* Performance data supplied by the government, or a direct link to the data
* The latest Ofsted - Summary - Full report
* Post-inspection action plan
 | * N/A –PRUs are not included in DfE information however an outcome statement is available from SSPS directly or via our website
* Directly from Ofsted (<https://reports.ofsted.gov.uk/>), from SSPS directly or via our website
* From SSPS directly
 | £0 |
| Performance management policy and procedures adopted by the governing body. | From SSPS directly | £0 |
| The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | From SSPS directly | £0 |
| Safeguarding and child protection  | From SSPS directly or via our website | £0 |

**How we make decisions**

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| --- | --- | --- |
| **Information to be published.**  | **How the information can be obtained** | **Cost** |
| Admissions policy/decisions (not individual admission decisions) – where applicable | From SSPS directly or via our website | £0 |
| Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings). | From the Clerk to the Management Committee contactable via SSPS  | £0 |

**Our policies and procedures**

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| --- | --- | --- |
| **Information to be published.**  | **How the information can be obtained** | **Cost** |
| School Policies and other documents | From SSPS directly or via our website for Statutory Policies | £0 |
| Records management and personal data policies, including:* Information security policies
* Records retention, destruction and archive policies
* Data protection (including information sharing policies)
 | From SSPS directly | £0 |
| Equality and diversity policies | From SSPS directly or via our website | £0 |
| Policies and procedures for the recruitment of staff | From SSPS directly however SSPS uses the Somerset County Council Model policies for recruitment  | £0 |
| Charging regimes and policies.Freedom of Information requests | From SSPS directly or via our websiteAs per Schedule of Charges |  |

**Lists and Registers**

Currently maintained lists and registers only (this does not include the attendance register).

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| **Information to be published.**  | **How the information can be obtained** | **Cost** |
| Curriculum circulars and statutory instruments | From SPSS directly | £0 |
| Disclosure logs  | From SPSS directly | £0 |
| Asset register | From SPSS directly | £0 |
| Any information the school is currently legally required to hold in publicly available registers  | From SSPS directly | £0 |

**The services we offer**

SSPS has a website (ssps.org.uk) containing information about our school and services. A school prospectus is currently in preparation. Regular Newsletters are produced and distributed to student, parent and stakeholders and are available to view and/or download from the webite

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| **Information to be published.**  | **How the information can be obtained** | **Cost** |
| Extra-curricular activities | Infrequent and not always open to all groups | £0 |
| Out of school clubs | Infrequent and not always open to all groups | £0 |
| Services for which the school is entitled to recover a fee, together with those fees | Year 11 Prom | Agreed annually, 2018 = £25 |
| School publications, leaflets, books and newsletters | From SSPS directly or via our website | £0 |

**SCHEDULE OF CHARGES**

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| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying/printing @ 2p per sheet (black & white) | Actual cost |
|  | Photocopying/printing @ 6p per sheet (colour) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** | £25 per hour after the ‘acceptable’ limit of £450 | In accordance with the relevant legislation from ICO |
| **Other** |  |  |