**DfE Transparency Changes – Model Template / Form of Words for School Websites**

*Provided below is a model template / form of words for maintained schools to use to publish on their school’s website the required information relating to CFR and high salaries. This information should be publicly available (without needing to login). Text in black below is model text for use on the school’s website. Text in blue italics is for guidance only and should not be posted onto the school’s website.*

**Consistent Financial Reporting (CFR) – School’s Income, Expenditure and Balances**

Please follow this link to this school’s information on the DfE’s national school’s benchmarking website:

[https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=INSERTYOURURN](https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=INSERT)

Here you can view the school’s income, expenditure and balances as well as compare these with other maintained schools and academies. The information on the website is updated annually by the DfE using the Consistent Financial Reporting (CFR) statements that are submitted by the school to the DfE in summer term.

*Schools are required publish a link to the specific page on the Schools Financial Benchmarking dedicated to their school using the unique reference number allocated to the school by the Department for Education.*

*For example:* [*https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=234567*](https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=234567) *After “urn=” you will need to insert your school’s URN. If you do not know your URN you can find it on*[*Get information about schools (GIAS)*](https://news.esfagov.uk/3A8C2DBFB4BF9ED3AECC8533375B041857FCC2CBB1EA396038A346445479A32F/0BDE9F6CD885A2D19E01221A081B89AD/LE35)*.*

**Reporting Salaries of High Paid Staff**

All local authority maintained schools are required to publish annually on their websites the number of individuals (if any) earning over £100k a year. This information is required to be published in bands of £10k.

*Schools should post onto their websites* ***one of the two following options****:*

***Option A*** *– if you have a salary or salaries greater than £100k, please post a simple table, as follows. We expect this information to be updated annually, most conveniently in the autumn term and by January (to incorporate pay awards and recruitment changes that take place on an academic year basis). However, schools are also encouraged to update this information if there are significant changes at other times during the year. Schools should specify the date the information relates to e.g. September 2020. Schools should also crop the table if there are too many bands e.g. if there is only 1 salary and this is between £100k and £110k then the rest of the bands can be deleted.*

The table below provides this information for our school at \*\**specify the date\*\**

|  |  |
| --- | --- |
| Annual Salary | No. of Staff |
| £100k - £110k |  |
| £111k - £120k |  |
| £121k - £130k |  |
| £131k - £140k |  |
| £141k - £150k |  |
| £151k - £160k |  |
| £161k - £170k |  |
| £171k - £180k |  |
| £181k - £190k |  |

*Or,* ***Option B*** *– if you do not have any salaries greater than £100k please post the following sentence. We ask you to do this (rather than leave the whole section blank) so that the school’s position is clear (and also so that we can check that the requirement to report has been met by the school).*

At \*\**specify the date\*\** no staff at the school earn more than £100k a year.