

Freedom of Information

Guide to information available from Blakesley CE Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website</p> <p>Hardcopy – contact bursar</p>	
Who’s who in the school	Website	
Who’s who on the governing body / board of governors and the basis of their appointment	<p>Website</p> <p>Hardcopy – please contact bursar</p>	
Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website and NCC website	

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School prospectus (if any)	Website Hardcopy – contact the bursar	
Annual Report (if any)		
Staffing structure	Website Hardcopy – please contact the bursar	
School session times and term dates	Website Hardcopy – please contact the bursar	
Address of school and contact details, including email address.	Website NCC website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	http://www.education.gov.uk/schools/performance/	

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Annual budget plan and financial statements	Hardcopy – contact the bursar	
Capital funding	Hardcopy – contact the bursar	
Financial audit reports	Hardcopy – contact the bursar	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six monthly interval where practical.		
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).		
Pay policy	Hardcopy – contact the bursar	
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.		
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.	Hard copy by request to the bursar	

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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy – please contact the clerk through the school	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Hard copy Summary available on the website	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary 	<p>http://www.education.gov.uk/schools/performance/</p> <p>Website www.ofsted.gov.uk</p>	

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<ul style="list-style-type: none"> - Full report • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Hardcopy available on request	
Performance data or a direct link to it	http://www.education.gov.uk/schools/performance/ Website www.ofsted.gov.uk	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website - letters	
Safeguarding and child protection	Website – for policies	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Governing Body Minutes - Hard copy on request from bursar	

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Admissions policy/decisions (not individual admission decisions) – where applicable	Website and NCC website	
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).	Committee minutes and agendas - Hard copy on request from bursar	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	Website or hardcopy available on request to bursar	

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Hardcopy available on request to bursar (and website by end of June 2015)</p>	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Website Hardcopy available on request to bursar</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>By inspection</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Website</p>	
<p>Disclosure logs</p>		

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Asset register	By inspection	
Any information the school is 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	Website	
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority