

Freedom of Information

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



BARTONS PRIMARY SCHOOL

FREEDOM OF INFORMATION POLICY

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Freedom of Information

Guide to information available from Bartons 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website www.bartons.w-sussex.sch.uk Hard copy Contact secretary	Free 5p/10 per sheet*

Freedom of Information

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

Who's who on the governing body / board of governors and the basis of their appointment	Website www.bartons.w-sussex.sch.uk Hard copy Contact clerk to govts	Free 5p/10 per sheet*
Instrument of Government / Articles of Association	Hard copy Contact clerk to govts	5p/10 per sheet*
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website www.bartons.w-sussex.sch.uk	Free
Staffing structure	Website www.bartons.w-sussex.sch.uk	Free
School session times and term dates	Website www.bartons.w-sussex.sch.uk	Free

Freedom of Information

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

Address of school and contact details, including email address.	Website www.bartons.w-sussex.sch.uk	Free
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	(hard copy and/or website) Hard copy Contact secretary	
Annual budget plan and financial statements	Hard copy Contact secretary	5p/10 per sheet*
Capital funding	Hard copy Contact secretary	5p/10 per sheet*
Financial audit reports	Hard copy	5p/10

Freedom of Information

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

	Contact secretary	per sheet*
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	5p/10 per sheet*
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).	Hard copy Contact secretary	5p/10 per sheet*
Pay policy	Hard copy Contact secretary	5p/10 per sheet*
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.	Hard copy Contact secretary	5p/10 per sheet*

Freedom of Information

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

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 Contact secretary	5p/10 per sheet*
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy Contact secretary	5p/10 per sheet*
<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 or website)	

Freedom of Information

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

<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 (currently not available – will be from July 2018) • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website www.bartons.w-sussex.sch.uk</p> <p>Hard copy Contact secretary</p>	<p>Free</p> <p>5p/10 per sheet*</p>
<p>Performance management policy and procedures adopted by the governing body. (Appraisal policy)</p>	<p>Hard copy Contact secretary</p>	<p>5p/10 per sheet*</p>

Freedom of Information

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

Performance data or a direct link to it (currently not available – will be from July 2018)	Website www.bartons.w-sussex.sch.uk	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy Contact secretary	5p/10 per sheet*
Safeguarding and child protection	Website www.bartons.w-sussex.sch.uk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website www.bartons.w-sussex.sch.uk	Free

Freedom of Information

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

<p>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).</p>	<p>Hard copy Contact secretary</p>	<p>5p/10 per sheet*</p>
<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</p>	<p>(hard copy or website)</p>	

Freedom of Information

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

Act 1998.		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy Contact secretary Hard copy Contact secretary	5p/10 per sheet*
Charging regimes and policies. 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.	Website www.bartons.w-sussex.sch.uk	Free
Class 6 – Lists and Registers	(hard copy or website;	

Freedom of Information

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

Currently maintained lists and registers only (this does not include the attendance register).	some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy Contact secretary	5p/10 per sheet*
Disclosure logs	Hard copy Contact secretary	5p/10 per sheet*
Asset register	Hard copy Contact secretary	5p/10 per sheet*
Any information the school is currently legally required to hold in publicly available registers	Hard copy Contact secretary	5p/10 per sheet*

Freedom of Information

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

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Hard copy Contact secretary</p>	<p>5p/10 per sheet*</p>
<p>Out of school clubs</p>	<p>Hard copy Contact secretary</p>	<p>5p/10 per sheet*</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website www.bartons.w-sussex.sch.uk Hard copy Contact secretary</p>	<p>Free 5p/10 per sheet*</p>
<p>Additional Information</p>		

Freedom of Information

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

This will provide schools with the opportunity to publish 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
Disbursement cost	Photocopying/printing @5p* per sheet (black & white)	Actual cost: 3p
	Photocopying/printing @ 10p* per sheet (colour)	Actual cost: 5p

Freedom of Information

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

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		