



Freedom of Information Appendix

Guide to information available from Barton C of E (VA) Primary School under the model publication scheme

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".

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 Information about us; our structures, locations and contacts This will be current information only	(hard copy and/or website)	



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Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	School website	n/a
Head teacher's contact details	School website	n/a
Who's who in the school	School website	n/a
Who's who on the governing body / board of governors and the basis of their appointment	School website	n/a
Governing body's contact details		
Instrument of Government / Articles of Association	On application to the school office	Photocopy and postage
School prospectus	On application to the school office	Photocopy and postage
School session times and term dates	School website	n/a



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<p>Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	On request where appropriate	Photocopy and postage
Capital funding	On request where appropriate	Photocopy and postage
Financial audit reports	On request where appropriate	Photocopy and postage
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval).	On request where appropriate	Photocopy and postage
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	On request where appropriate	Photocopy and postage



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Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	On request where appropriate	Photocopy and postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	On request where appropriate	Photocopy and postage
Procurement and contracts the school has entered into.	On request where appropriate	Photocopy and postage
Details of any premiums we receive such as Pupil premium.	School website	n/a
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	(hard copy or website)	



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Annual Report	On request where appropriate	Photocopy and postage
Latest reports from regulators (Ofsted / SIAMS) - Summary - Full report • - Post-inspection action plan	School website Ofsted website	n/a
Exam and assessment results	SATs data on school website. Other information on request where appropriate	n/a Photocopy and postage
Performance tables	Benchmarking data available on school website	n/a
Careers programme information	On request where appropriate	



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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.	On request from school office	Photocopy and postage
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)	Benchmarking data available on school website	n/a
	Other data available from school office on request	Photocopy and postage
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	On request where appropriate	Photocopy and postage
Class 4 – How we make decisions Decision making processes and records of decisions	(hard copy or website)	



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Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	School website	n/a
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	FGB minutes on school website Other minutes available on request	n/a
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	(hard copy or website) School website or available from school office on request	Photocopy and postage



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Current information only.		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	School website	n/a
Safeguarding and child protection, including protecting children's personal data	School website	n/a
Equality and Diversity	School website	n/a
Policies and procedures relating to recruitment and human resources	Available from school office on request	Photocopy and postage
Special educational needs	School website	n/a
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School website	n/a



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Pay Policy	Available from school office on request	Photocopy and postage
Records management (Information security policies, Records retention, destruction and archive policies)	School website	n/a
Data protection (including information sharing and CCTV usage policies)	School website	n/a
Charging regimes and policies	Available from school office on request	Photocopy and postage
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Available on request	Photocopy and postage



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	Some available through school website links	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Available on request	Photocopy and postage
Asset register and Information Asset register	Available on request	Photocopy and postage
Any information the school is currently legally required to hold in publicly available registers	Available on request	Photocopy and postage
<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>	(hard copy or website; some information may only be available by inspection)	



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Extra-curricular activities	School website and providers' websites	n/a
Out of school clubs	School website	n/a
Services for which the school is entitled to recover a fee, together with those fees	Available on request	
Requests for paper copies of information	Available on request	Photocopy and postage
School publications, leaflets, books and newsletters	Available on request School website	
Additional Information		
Any 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 @ 3p per sheet (colour)	Actual cost



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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£450	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred