



# Bishops Down Primary School

[www.bishopsdownprimary.org](http://www.bishopsdownprimary.org)

## Freedom of Information

## Guide to information available from Bishops Down Primary School under the model publication scheme

Information to be published. This includes datasets where applicable .	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	School website <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a>	£0
Who's who in the school	School website <a href="http://www.bishopsdownprimary.org/our-staff">www.bishopsdownprimary.org/our-staff</a>	£0
Who's who on the governing body / board of governors and the basis of their appointment	School website <a href="http://www.bishopsdownprimary.org/governors">www.bishopsdownprimary.org/governors</a>	£0
Instrument of Government / Articles of Association	Hard copy from the school office	£4p per page photocopying
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website <a href="http://www.bishopsdownprimary.org/our-staff">www.bishopsdownprimary.org/our-staff</a> and contact page	
School prospectus (if any)	None	
Annual Report (if any)	None	
Staffing structure	Hard copy from the school office	£4p per page photocopying
School session times and term dates	School website <a href="http://www.bishopsdownprimary.org/events">www.bishopsdownprimary.org/events</a> Hard copy from the school office	£4p per page photocopying
Address of school and contact details, including email address.	School website <a href="http://www.bishopsdownprimary.org/our-staff">www.bishopsdownprimary.org/our-staff</a> and contact page	

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>Annual budget plan and financial statements</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>Capital funding</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>Financial audit reports</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>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).</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>Pay policy</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>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.</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>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.</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	<p><b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a></p> <p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data</li> <li>• The latest Ofsted Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p><b>None</b></p> <p><b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a></p> <p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p><b>Hard copy</b> from the school office</p>	<p>£4p per page photocopying</p>
<p>Performance data or a direct link to it</p>	<p><b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a></p>	

	<b>Hard copy</b> from the school office	£4p per page photocopying
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a>	
Safeguarding and child protection	<b>School website</b> <a href="http://www.bishopsdownprimary.org/school-policies">www.bishopsdownprimary.org/school-policies</a>	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	<b>Hard copy</b> from the school office	£4p per page photocopying
Admissions policy/decisions (not individual admission decisions) – where applicable	<b>Hard copy</b> from the school office	£4p per page photocopying
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).	<b>Hard copy</b> from the school office	£4p per page photocopying
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	<b>School website</b> <a href="http://www.bishopsdownprimary.org/school-policies">www.bishopsdownprimary.org/school-policies</a>  <b>Hard copy</b> from the school office	£4p per page photocopying
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<b>Hard copy</b> from the school office	£4p per page photocopying
Charging regimes and policies.	<b>School website</b> <a href="http://www.bishopsdownprimary.org/school-policies">www.bishopsdownprimary.org/school-policies</a>	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	<b>Hard copy</b> from the school office	£4p per page photocopying
Curriculum circulars and statutory instruments	<b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a>  <b>Hard copy</b> from the school office	£4p per page photocopying
Disclosure logs	<b>Hard copy</b> from the school office	£4p per page photocopying
Asset register	<b>Hard copy</b> from the school office	£4p per page photocopying
Any information the school is currently legally required to hold in publicly available registers	<b>Hard copy</b> from the school office	£4p per page photocopying
<b>Class 7 – The services we offer</b> (Information about the services we offer, including	<b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a>	

leaflets, guidance and newsletters produced for the public and businesses) Current information only	<b>Hard copy</b> from the school office	£4p per page photocopying
Extra-curricular activities	<b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a> <b>Hard copy</b> from the school office	£4p per page photocopying
Out of school clubs	<b>School website</b> <a href="http://www.bishopsdownprimary.org/clubs">www.bishopsdownprimary.org/clubs</a> or <a href="http://www.bishopsdownprimary.org/wrap-around-care">www.bishopsdownprimary.org/wrap-around-care</a> <b>Hard copy</b> from the school office	£4p per page photocopying
Services for which the school is entitled to recover a fee, together with those fees	<b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a> <b>Hard copy</b> from the school office	£4p per page photocopying
School publications, leaflets, books and newsletters	<b>School website</b> <a href="http://www.bishopsdownprimary.org/">www.bishopsdownprimary.org/</a> <b>Hard copy</b> from the school office	£4p per page photocopying

## 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
<b>Disbursement cost</b>	Photocopying/printing @ 4p per sheet (black & white)	Actual cost *4p per sheet
	Photocopying/printing @ 4p per sheet (colour)	Actual cost 4p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£7.50 per half hour admin charge over one hour	In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority