



Bishops Down Primary School

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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School website www.bishopsdownprimary.org/	£0
Who's who in the school	School website www.bishopsdownprimary.org/our-staff	£0
Who's who on the governing body / board of governors and the basis of their appointment	School website www.bishopsdownprimary.org/governors	£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 www.bishopsdownprimary.org/our-staff 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 www.bishopsdownprimary.org/events Hard copy from the school office	£4p per page photocopying
Address of school and contact details, including email address.	School website www.bishopsdownprimary.org/our-staff and contact page	

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy from the school office</p>	<p>£4p per page photocopying</p>
<p>Annual budget plan and financial statements</p>	<p>Hard copy from the school office</p>	<p>£4p per page photocopying</p>
<p>Capital funding</p>	<p>Hard copy from the school office</p>	<p>£4p per page photocopying</p>
<p>Financial audit reports</p>	<p>Hard copy 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>Hard copy 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>Hard copy from the school office</p>	<p>£4p per page photocopying</p>
<p>Pay policy</p>	<p>Hard copy 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>Hard copy 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>Hard copy 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>Hard copy from the school office</p>	<p>£4p per page photocopying</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	<p>School website www.bishopsdownprimary.org/</p> <p>Hard copy 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"> • Performance data • The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>None</p> <p>School website www.bishopsdownprimary.org/</p> <p>Hard copy from the school office</p>	<p>£4p per page photocopying</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy from the school office</p>	<p>£4p per page photocopying</p>
<p>Performance data or a direct link to it</p>	<p>School website www.bishopsdownprimary.org/</p>	

	Hard copy 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	School website www.bishopsdownprimary.org/	
Safeguarding and child protection	School website www.bishopsdownprimary.org/school-policies	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy from the school office	£4p per page photocopying
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy 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).	Hard copy from the school office	£4p per page photocopying
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	School website www.bishopsdownprimary.org/school-policies Hard copy from the school office	£4p per page photocopying
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 from the school office	£4p per page photocopying
Charging regimes and policies.	School website www.bishopsdownprimary.org/school-policies	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Hard copy from the school office	£4p per page photocopying
Curriculum circulars and statutory instruments	School website www.bishopsdownprimary.org/ Hard copy from the school office	£4p per page photocopying
Disclosure logs	Hard copy from the school office	£4p per page photocopying
Asset register	Hard copy from the school office	£4p per page photocopying
Any information the school is currently legally required to hold in publicly available registers	Hard copy from the school office	£4p per page photocopying
Class 7 – The services we offer (Information about the services we offer, including	School website www.bishopsdownprimary.org/	

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

Agreed by Resources Committee: October 2016

Review Date: October 2019