

Freedom of Information Act 2000

Information available from **Braishfield Primary School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	(hard copy and/or website)	
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>		
<p>Head teacher's contact details</p>		
<p>Who's who in the school</p>		
<p>Who's who on the governing body / board of governors</p>		

and selection criteria for appointment		
Governing body's contact details		
Instrument of Government / Articles of Association		
School/ prospectus		
School/ session times and term dates		
Class 2 – What we spend and how we spend it	(hard copy and/or website)	
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit		
Current and previous financial year as a minimum		
Annual budget and financial statements		
Capital funding		
Financial Audits reports		
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)		
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other		

posts, identify levels of pay by salary range		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors		
Procurement and contracts we have entered into		
Details of any premiums we receive such as Pupil premium.		
<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)	
Annual Report		
Latest reports from regulators (Ofsted / / Education and Training Inspectorate) (<i>delete as appropriate</i>)		

- Summary - Full report - Post-inspection action plan		
Exam and assessment results		
Performance tables		
Careers programme information		
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.		
School profile and performance data supplied to the English Government (or a direct link to the data)		
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		
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 and, where applicable, admission		

decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)		
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.		
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.		
Safeguarding and child protection, including protecting children’s personal data		
Equality and Diversity		
Policies and procedures relating to recruitment and human resources		

Special educational needs		
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)		
Pay Policy		
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies		
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments		
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf		

Disclosure logs, ie information provided in response to FOIA/EIR requests		
Asset register and Information Asset register		
Any information we are currently legally required to hold in publicly available registers		
<p>Class 7 – The services we offer</p> <p>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)	
Extra-curricular activities		
Out of school/ clubs		
Services for which we are entitled to recover a fee, together with those fees		
Requests for paper copies of information		
Our publications, leaflets, books and newsletters		
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 @ 2p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred