



Freedom of Information

Guide to information available from **Biddick Hall Infant and Nursery School** under the model publication scheme

Class 1- Who we are and what we do (<i>organisation, information, structures and contacts</i>)	How the information can be obtained	Cost
Welcome	School website http://www.biddickhallinfants.co.uk/ Hardcopy – Available on request, contact school	Free 5p per page
Who's who in the school	School Website http://s3-eu-west-1.amazonaws.com/smartfile/6771ecfdb12f71334d5c1103399cb71/uploads/2020/10/07111048/Staffing-Structure-3.pdf Hardcopy – Available on request, contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	School Website http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/09/Governor-Register.pdf Hardcopy – Available on request, contact school	Free 5p per page
Instrument of Government / Articles of Association	Hardcopy Available on request – Contact school	5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website http://www.biddickhallinfants.co.uk/contact-us/ Hardcopy – Available on request, contact school	Free 5p per page
School prospectus (if any)	Hardcopy Available on request – contact school	5p per page

Staffing structure	School Website http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/07/Staffing-Structure.pdf Hardcopy available on request – contact school	Free 5p per page
School session times and term dates	School Website http://www.biddickhallinfants.co.uk/school-day/	Free
Address of school and contact details, including email address.	School Website http://www.biddickhallinfants.co.uk/contact-us/	Free

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 2 - What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		
Annual budget plan and financial statements	Hard copy – available on request	5p per sheet
Capital Funding	Hard copy – available on request	5p per sheet
Financial audit reports	Hard copy – available on request	5p 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 – available on request	5p 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 – available on request	5p per sheet
Pay policy	Hard copy – available on request	5p 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 – available on request	5p per sheet
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 – available on request	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – available on request	5p per sheet

Class 3- What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits inspections and reviews)</i> <i>Current information as a minimum</i>	How the information can be obtained	Cost
School profile (if any) And in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School Website – http://s3-eu-west-1.amazonaws.com/smartfile/6771ecfdb12f71334d5c1103399cb71/uploads/2020/06/04092438/SKM_C3350i200604101300.pdf http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Phonics.pdf http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c	Free

	1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Key-stage-1.pdf http://www.biddickhallinfants.co.uk/dfe-performance-information/ Hard copy - available on request	5p per sheet
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report Post-inspection action plan	School website http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2018/10/biddick-hall-infants-10032126-school-final-pdf-2-.pdf	Free
Performance management policy and procedures adopted by the governing body.	Hard copy – available on request	5p per sheet
Performance data or a direct link to it	School Website – http://s3-eu-west-1.amazonaws.com/smartfile/6771ecfdb12f71334d5c1103399cb71/uploads/2020/06/04092438/SKM_C3350i200604101300.pdf http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Phonics.pdf http://smartfile.s3.amazonaws.com/677	Free

	1ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Key-stage-1.pdf http://www.biddickhallinfants.co.uk/dfc-performance-information/	Hard copy – available on request	5p per sheet
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 – available on request	5p per sheet
Safeguarding and child protection	School website http://s3-eu-west-1.amazonaws.com/smartfile/6771ecfdb12f71334d5c1103399cb71/uploads/2020/10/07111816/Safeguarding-Child-Prot.pdf	Hard copy – available on request	Free 5p per sheet

Class 4- How do we make decisions. <i>(Decisions making processes and records of decisions)</i> <i>Current and previous 3 years as a minimum</i>	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website	Free

	http://www.biddickhallinfants.co.uk/admissions-2/	5p per sheet
	Hard copy – available on request	
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 – available on request	5p per sheet

Class 5- Our policies and procedures	How the information can be obtained	Cost
<p><i>(current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><i>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 Act 1998.</i></p>		
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	Hard copy – available on request	5p per sheet
<p>Charging regimes and policies.</p> <p>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. If the school charges a fee for re-licensing the use of datasets, it</p>	<p>School website</p> <p>http://www.biddickhallinfants.co.uk/policies-2/</p>	Free

Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
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Class 7- The Services we offer <i>Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i> <i>Current information only</i>	How the information can be obtained	Cost
Extra-curricular activities	School website http://www.biddickhallinfants.co.uk/smarties/ Hard copy – available on request	Free 5p per sheet
Out of school clubs	School website http://www.biddickhallinfants.co.uk/smarties/ Hard copy – available on request	Free 5p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy – available on request	5p per sheet
School publications, leaflets, books and newsletters	School website http://www.biddickhallinfants.co.uk/ Hard copy – available on request	Free 5p per sheet

<p>Schedule of Charges</p> <p><i>This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.</i></p>		
<p>Photocopying/ printing @ pence per sheet (black and white) – 5p per page</p>	<p>Photocopying/ printing</p>	<p>Cost of paper and printing – 5p per page</p>
<p>Postage – 61p for Royal Mail 2nd class stamp per 100g</p>	<p>Postage</p>	<p>Cost of stamps and postage</p>