

n of Information

Information available from Broomhill First School under the model publication scheme

Who we are and what we do

(General information, structures, locations and contacts)

Information only

Item	Available from	Cost
Information on the school - our staff	Website: https://191-northumberland.eschools.co.uk/website/our_friendly_staff/223704 Hard copy: available upon request - please contact school	Free 10p per page
Information of Government	Hard copy: available upon request - please contact school	10p per page
Information on the governing body -our governors and their roles	Website: https://191-northumberland.eschools.co.uk/website/governors/100608 Hard copy: available upon request - please contact school	Free 10p per page

Information Team

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Information - item	Available from	Cost
ails for the Head teacher and for the Chair of	Hard copy: available upon request - please contact school	Free 10p per p:
rectus (if school have one)	Hard copy: available upon request - please contact school	10p per p:
ort (if school have one)	Hard copy: available upon request - please contact school	10p per p:
cture	Hard copy: available upon request - please contact school	10p per p:
on times and term dates	Website: https://191-northumberland.eschools.co.uk/website/parent_info/100601 Hard copy: available upon request - please contact school	Free 10p per p:
chool and contact details, including email address.	Website: https://191-northumberland.eschools.co.uk/website/contact/94011 Hard copy: available upon request - please contact school	Free 10p per p:

What we spend and how we spend it

Information relating to projected and actual income and expenditure, procurement, contracts and financial audit) previous financial year as a minimum

Item	Available from	Cost
Budget plan and financial statements	Hard copy: available upon request - please contact school	10p per page
Annual accounts		
Audit reports		
Expenditure items over £2000 – published at least annually but at a more frequent or six-monthly interval where practical.		
Tenders and contracts the school has entered into, or information relating to / information held by an organisation which has done so on its behalf (for local authority or diocese).		
Salaries and expenses that can be incurred or claimed, with totals paid to senior staff members (Senior Leadership Team or equivalent, whose basic salary is at least £60,000 per annum) by reference to categories.		
Pay scales and grading structure. As a minimum the pay information should be provided for senior staff (Senior Leadership Team or equivalent as above) in £1,000 increments; for more junior posts, by salary range.		
Travel allowances that can be incurred or claimed, and a record of total paid to individual governors.		

Our priorities and how we are doing

and plans, performance indicators, audits, inspections and reviews)
 information as a minimum

Item	Available from	Cost
(if school create one) includes: performance data supplied to the Government or to the Northern Ireland Executive, or a direct link to the data latest Ofsted Inspectorate report primary school report inspection action plan	Hard copy: available upon request - please contact school	10p per page
school management policy and procedures adopted by the governing body.	Hard copy: available upon request - please contact school	10p per page
website data or a direct link to it	Website: https://191-northumberland.eschools.co.uk/website/school_performance_results_and_benchmarking/549906 Hard copy: available upon request - please contact school	Free 10p per page
future plans; for example, proposals for and any consultation on the school, such as a change in status	Hard copy: available upon request - please contact school	10p per page

<p>3 and child protection es & who is DSL plus the Head's report to the governors on safeguarding enda] NOT any sensitive info</p>	<p>Website: https://191-northumberland.eschools.co.uk/website/policies/100614</p> <p>Hard copy: available upon request - please contact school</p>	<p>Free</p> <p>10p per p:</p>
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How we make decisions

(making processes and records of decisions) Current and previous three years as a minimum

Item	Available from	Cost
<p>Policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website: https://191-northumberland.eschools.co.uk/website/admissions/100613</p> <p>Hard copy: available upon request - please contact school</p>	<p>Free</p> <p>10p per p:</p>
<p>Minutes of meetings of the governing body and its committees. (NB this information that is properly regarded as private to the meetings).</p>	<p>Hard copy: available upon request - please contact school</p>	<p>Free</p> <p>10p per p:</p>

Information policies and procedures

(often protocols, policies and procedures for delivering our services and responsibilities)

Information only.

From these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or by the English government. These will include policies and procedures for handling information requests.

Item	Available from	Cost
Information management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies)	Website: https://191-northumberland.eschools.co.uk/website/info_management/353530 Hard copy: available upon request - please contact school	Free 10p per page
Information policies.	Website: https://191-northumberland.eschools.co.uk/website/policies/100614 Hard copy: available upon request - please contact school	Free 10p per page

Books and Registers

Maintained lists and registers only (this does not include the attendance register).

Item	Available from	Cost
Circulars and statutory instruments	Hard copy: available upon request - please contact school	Free
Books	Hard copy: available upon request - please contact school	10p per page
Registers	Hard copy: available upon request - please contact school	10p per page
Information the school is currently legally required to hold in publicly available	Hard copy: available upon request - please contact school	10p per page

Services we offer

(about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)
 Information only
 (on our website; some information may only be available by inspection)

Item	Available from	Cost
Similar activities	Newsletters on Website: https://191-northumberland.eschools.co.uk/website/home/94008 Hard copy: available upon request - please contact school	Free 10p per page
School clubs	Newsletters on Website: https://191-northumberland.eschools.co.uk/website/home/94008 Hard copy: available upon request - please contact school	Free 10p per page
For which the school is entitled to recover a fee, together with those fees	Charging Policy on Website: https://191-northumberland.eschools.co.uk/website/policies/100614 Hard copy: available upon request - please contact school	Free 10p per page

ications, leaflets, books and newsletters	Website: https://191-northumberland.eschools.co.uk/website/home/94008 Hard copy: available upon request - please contact school	Free 10p per p
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Charges

Charge	Description	Basis of Charge
Print cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost **
	Photocopying/printing @ ..p per sheet (colour)	Actual cost **
	Postage	Actual cost of Royal Mail standard 2 nd class
Fee	Public Authorities may charge where the cost of compliance with a request exceeds the appropriate limit.	In accordance with the relevant legislation https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_limit.pdf
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Fee: Charges do not apply to parents, to whom any information on the website is available. In this circumstance, the request is free of charge.