

## Freedom of Information

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

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

| <b>Information to be published.<br/>This includes datasets where applicable – please see<br/>"How to complete the Guide to Information".</b>                | <b>How the<br/>information can<br/>be obtained</b>                                      | <b>Cost</b> |
|---|---|-------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | (hard copy and/or<br>website)   |             |
| Who's who in the school   | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a> | Free        |

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|  | Hard copy<br>Contact secretary   | 5p/10<br>per<br>sheet*         |
| Who's who on the governing body / board of governors and the basis of their appointment                          | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a><br>Hard copy<br>Contact clerk to govts | Free<br>5p/10<br>per<br>sheet* |
| Instrument of Government / Articles of Association   | Hard copy<br>Contact clerk to govts  | 5p/10<br>per<br>sheet*         |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a>  | Free                           |
| Staffing structure   | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a>  | Free                           |
| School session times and term dates  | Website  | Free                           |

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|   | <a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a>            |                  |
| Address of school and contact details, including email address.   | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a> | Free             |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)<br><br>Hard copy<br>Contact secretary                        |                  |
| Annual budget plan and financial statements   | Hard copy<br>Contact secretary  | 5p/10 per sheet* |
| Capital funding   | Hard copy<br>Contact secretary  | 5p/10 per        |

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|  |                                |                        |
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|  |                                | sheet*                 |
| Financial audit reports  | Hard copy<br>Contact secretary | 5p/10<br>per<br>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                      | 5p/10<br>per<br>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<br>Contact secretary | 5p/10<br>per<br>sheet* |
| Pay policy   | Hard copy<br>Contact secretary | 5p/10<br>per<br>sheet* |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership  | Hard copy<br>Contact secretary | 5p/10<br>per           |

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| Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.  |                                | 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<br>Contact secretary | 5p/10<br>per<br>sheet* |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.   | Hard copy<br>Contact secretary | 5p/10<br>per<br>sheet* |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)  | (hard copy or website)         |                        |

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|  |  |                                     |
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| Current information as a minimum   |  |                                     |
| <p>And in all cases:</p> <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data (currently not available – will be from July 2018)</li> <li>The latest Ofsted / Estyn / Education and Training 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>Website<br/><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a></p> <p>Hard copy<br/>Contact secretary</p> | <p>Free</p> <p>5p/10 per sheet*</p> |
| Performance management policy and procedures adopted by the  | Hard copy  | 5p/10                               |

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| governing body. (Appraisal policy)  | Contact secretary   | per sheet*       |
| Performance data or a direct link to it (currently not available – will be from July 2018)  | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a> | Free             |
| 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<br>Contact secretary  | 5p/10 per sheet* |
| Safeguarding and child protection   | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a> | Free             |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous three years as a minimum | (hard copy or website)  |                  |
| Admissions policy/decisions (not individual admission decisions) –  | Website   | Free             |

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| where applicable  | <a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a> |                  |
| 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<br>Contact secretary   | 5p/10 per sheet* |
| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.<br/>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</p> | (hard copy or website)   |                  |

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| Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.   |   |                  |
| 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>                                  | Hard copy<br>Contact secretary<br>Hard copy<br>Contact secretary                        | 5p/10 per sheet* |
| Charging regimes and policies.<br><br>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. | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a> | Free             |

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| <b>Class 6 – Lists and Registers</b>   | (hard copy or website; some information may only be available by inspection) |                  |
| Currently maintained lists and registers only (this does not include the attendance register). |  |                  |
| Curriculum circulars and statutory instruments   | Hard copy<br>Contact secretary   | 5p/10 per sheet* |
| Disclosure logs  | Hard copy<br>Contact secretary   | 5p/10 per sheet* |
| Asset register   | Hard copy<br>Contact secretary   | 5p/10 per sheet* |
| Any information the school is currently legally required to hold in                            | Hard copy  | 5p/10            |

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|  |   |                   |
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| publicly available registers   | Contact secretary   | per sheet*        |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection)  |                   |
| Extra-curricular activities  | Hard copy<br>Contact secretary  | 5p/10 per sheet*  |
| Out of school clubs  | Hard copy<br>Contact secretary  | 5p/10 per sheet*  |
| School publications, leaflets, books and newsletters   | Website<br><a href="http://www.bartons.w-sussex.sch.uk">www.bartons.w-sussex.sch.uk</a><br>Hard copy<br>Contact secretary | Free<br>5p/10 per |

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|  |  | sheet* |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |        |
|  |  |        |

### 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 @5p* | Actual cost: 3p |

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|                      |  |   |
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|                      | per sheet (black & white)                          |   |
|                      | Photocopying/printing @ 10p*<br>per sheet (colour) | Actual cost: 5p   |
|                      | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup><br>class               |
| <b>Statutory Fee</b> |  | In accordance with the relevant<br>legislation (quote the actual statute) |
| <b>Other</b>         |  |   |