



Brangore CE Primary School

Freedom of Information Publication Scheme – Reviewed March 2017

The Freedom of Information Act (FOI) 2000 came into full effect on 1 January 2005. From that date, all council services, schools and employees have new responsibilities. The FOI creates a general right for any person to be told whether a public authority (including schools) holds information that they specify and, if so, to be given a copy of it within 20 working days. School documents are retained for the appropriate periods stated in the retention guidelines for schools provided by the Records Management Society.

In response to requests for information we will:

- Give assistance
- Confirm whether the information is held and can be provided
- Supply the information, or give reasons for refusal
- Supply the information within 20 working days

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do - This will be current information only		
Who's who in the school	www.brangoreprimaryschool.co.uk/whos-who/staff	Free
Who's who on the governing body / board of governors and the basis of their appointment	www.brangoreprimaryschool.co.uk/whos-who/governors	Free
Instrument of Government / Articles of Association	www.brangoreprimaryschool.co.uk/home/brangore-academy/academy-what-does-it-mean	Free
Contact details for the Head teacher and for the governing body, via the school.	www.brangoreprimaryschool.co.uk/home/contact-us	Free
Annual Report (if any)	www.brangoreprimaryschool.co.uk/home/brangore-academy/academy-what-does-it-mean	Free
Staffing structure	www.brangoreprimaryschool.co.uk/whos-who/staff	Free
School session times Term dates	www.brangoreprimaryschool.co.uk/school-day www.brangoreprimaryschool.co.uk/parents-zone/term-dates	Free
Address of school and contact details, including email address.	www.brangoreprimaryschool.co.uk/home/contact-us	Free
Class 2 – What we spend and how we spend it - Current and previous financial year as a minimum		
Annual budget plan and financial statements	www.brangoreprimaryschool.co.uk/home/brangore-academy/academy-what-does-it-mean	Free
Capital funding	www.brangoreprimaryschool.co.uk/home/brangore-academy/academy-what-does-it-mean	Free
Financial audit reports	www.brangoreprimaryschool.co.uk/home/brangore-academy/academy-what-does-it-mean	Free



Details of expenditure items over £2000 – published at least annually	www.bransgoreprimaryschool.co.uk/home/bransgore-academy/academy-what-does-it-mean	Free
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.	Available by inspection - Contact Headteacher	£10
Pay policy	Available to staff in staff area on website Available by inspection - Contact Headteacher	Free £10
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.	www.bransgoreprimaryschool.co.uk/home/bransgore-academy/academy-what-does-it-mean	Free
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.	Available to staff in staff area on website www.bransgoreprimaryschool.co.uk/home/bransgore-academy/academy-what-does-it-mean	Free Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	www.bransgoreprimaryschool.co.uk/home/bransgore-academy/academy-what-does-it-mean	Free
Class 3 – What our priorities are and how we are doing - Current information as a minimum		
<ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted - Full report 	www.bransgoreprimaryschool.co.uk/home/about-us	Free
	www.bransgoreprimaryschool.co.uk/home/about-us	Free
Performance management policy and procedures adopted by the governing body.	Available to staff in staff area on website Available by inspection - Contact Headteacher	Free £10
Performance data or a direct link to it	www.bransgoreprimaryschool.co.uk/home/about-us	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	www.bransgoreprimaryschool.co.uk/home/about-us	Free
Safeguarding and child protection	http://www.bransgoreprimaryschool.co.uk/policies	Free
Class 4 – How we make decisions - Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	http://www.bransgoreprimaryschool.co.uk/policies & Hard Copy from Office	Free
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).	Available by inspection - Contact Headteacher	£10
Class 5 – Our policies and procedures		
- 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.		



Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection 	Available by inspection - Contact Headteacher Available by inspection - Contact Headteacher http://www.bransgoreprimaryschool.co.uk/policies	£10 £10 Free
Charging regimes and policies.	http://www.bransgoreprimaryschool.co.uk/policies	Free
Class 6 – Lists and Registers - Currently maintained lists and registers only.		
Curriculum circulars and statutory instruments	Available by inspection - Contact Headteacher	£10
Disclosure logs	Available by inspection - Contact Headteacher	£10
Asset register	Available by inspection - Contact Headteacher	£10
Any information the school is currently legally required to hold in publicly available registers.	Available by inspection - Contact Headteacher	£10
Class 7 – The services we offer - Current information only		
Out of school clubs	www.bransgoreprimaryschool.co.uk/parents-zone/after-school	Free
School publications: <ul style="list-style-type: none"> Letters Home News How We Teach – Curricular information Booklets 	<ul style="list-style-type: none"> www.bransgoreprimaryschool.co.uk/parents-zone/letters-home & Hard Copy from Office www.bransgoreprimaryschool.co.uk/parents-zone/news www.bransgoreprimaryschool.co.uk/parents-zone/how-we-teach Available in School Foyer 	Free Free Free Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement 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
Statutory Fee	-	In accordance with the relevant legislation (quote the actual statute)
Other	Small % of Headteacher's time to accompany individual for documents available by inspection only.	£10.00

* the actual cost incurred by the public authority