

Freedom of Information

Guide to information available from Burton Green Primary School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	School website	See final page for costs
Who's who on the governing body / board of governors and the basis of their appointment	School website	

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Articles of Association	School website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	
Staffing structure	School website	
School session times and term dates	School website	
Address of school and contact details, including email address.	School website	

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Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy: available on request – contact school	
Capital funding	Hard copy: available on request – contact school	
Financial audit reports	Hard copy: available on request – contact school	
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 – contact school	

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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 – contact school	
Pay policy	Hard copy: available on request – contact school	
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 – contact school	
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 – contact school	

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<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Hard copy: available on request – contact school</p>	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data 	<p>School website</p> <p>Website: https://www.compare-school-performance.service.gov.uk/school/143398/burton-green-</p>	

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<ul style="list-style-type: none"> • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report 	primary-school?tab=primary Website: https://reports.ofsted.gov.uk/provider/21/121287	
Performance management policy and procedures adopted by the governing body.	Hard copy: available on request – contact school	
Performance data or a direct link to it	School website	
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 – contact school	
Safeguarding and child protection	School website	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	School website	
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).	School website and hard copy available on request – contact school	

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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 English. These will include policies and procedures for handling information requests.		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	School website and/or hard copy available on request – contact school	
School policies including: <ul style="list-style-type: none"> • Charging and remissions • Health and Safety • Complaints • Special Education Needs • Behaviour and Exclusion 	School website	

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<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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>School website and/or hard copy available on request – contact school</p>	
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Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Disclosure logs	Inspection only – contact school	
Asset register	Inspection only – contact school	
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	

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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities	School website	
Out of school clubs	School website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available on request – contact school	
School publications, leaflets, books and newsletters	School website and/or hard copy available on request – contact school	

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SCHEDULE OF CHARGES

Postal charges at the time will apply. We expect items marked "School website" to be downloaded by yourselves.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 4p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 6p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*

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Statutory Fee	In accordance with the relevant legislation (quote the actual statute)
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* the actual cost incurred by the public authority

Contact details: Business Manager, Burton Green Primary School, Burton Green, York, YO30 6JE