

Freedom of Information

Guide to information available from St. Mary's Bentworth CE 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".

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
<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>	<p>Website (www.bentworth.hants.sch.uk) Prospectus DfE school and college performance tables. Ofsted. On site notice boards</p>	<p>Free</p>

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Who's who in the school	School website, prospectus, notice boards	Free
Who's who on the governing body / board of governors and the basis of their appointment	School website	Free
Instrument of Government / Articles of Association	Clerk to governors- contact school office, school notice board	
Contact details for the Head teacher and for the Governing Body, via the school (named contacts where possible).	School signage, website. J Ayres (Head teacher), M Fordyce (Chair of Governors)	Free
School prospectus (if any)	School website, Hard copy school office	Free
Annual Report (if any)	N/A	
Staffing structure	School website, notices	Free

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School session times and term dates	Hampshire schools' website (www.hants.gov.uk) School website, newsletters and welcome pack	Free
Address of school and contact details, including email address.	All school correspondence, school website. DfE performance tables, Ofsted reports	Free
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	Hard copies on request/ school office	

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Annual budget plan and financial statements	ditto	
Capital funding	ditto	
Financial audit reports	ditto	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	ditto	
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).	On request	
Pay policy	School website	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership	On request	

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Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		
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.	On request	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On website Nil paid	
<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>	Full governing body minutes, school improvement plan, school website, newsletters, Ofsted	

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	reports	
<p>And in all cases:</p> <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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>School website, newsletters, DfE performance tables, Full Governing Body and Education Committee minutes, Ofsted site (www.ofsted.gov.uk), newsletters to parents and carers</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>School policy file (office for hard copy) Full Governing Body</p>	

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	minutes	
Performance data or a direct link to it	School website, DfE performance tables	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Full Governing Body minutes, school improvement plan, newsletters	
Safeguarding and child protection	School website, school office for hard copy, newsletters	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Full Governing Body documents and minutes, Education and Resources minutes	
Admissions policy/decisions (not individual admission decisions) – where applicable	School website, County guidance (www.hants.gov.uk),	

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	minutes of admissions committee	
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).	Minutes of Full Governing Body, Education, Resources, Admissions, Performance Management and School Improvement Plan available on request from school office	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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.</p>	<p>Statutory requirements fulfilled, signposted on school website</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> Information security policies 	<p>Policy file in school office</p>	

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<ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 		
<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 school office</p> <p>School website and hard copy in school office</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

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Curriculum circulars and statutory instruments	On request	
Register of pecuniary interests	Clerk to governors through school office	
Asset register	Hard copy on request through school office	
Any information the school is currently legally required to hold in publicly available registers	Ditto	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		Free
Current information only	School prospectus and website	
Extra-curricular activities	Newsletters and notices	Free
Out of school clubs (external providers)	Third party leaflets e.g.	Free

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	community activities and holiday clubs	
Services for which the school is entitled to recover a fee, together with those fees	School meals, school milk, music lessons. Details in letters to parents	
School publications, leaflets, books and newsletters	School website, office, foyer / notice boards	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white) A4	Estimated cost based on time, materials and equipment rental 15p per side
	Photocopying/printing @ ..p per sheet (colour) A4	Ditto at 60p per side

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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Any incurred additional statutory cost	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority