



Biddick Hall Junior School

Freedom of Information

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Guide to information available from **Biddick Hall Junior School** under the model publication scheme

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</p> <p><i>(Organisational information, structures, locations and contacts)</i></p> <p><i>This will be current information only</i></p>		
Who’s who in the school	<i>School Website</i>	Nil
Who’s who on the governing body / board of governors and the basis of their appointment	<i>School Website</i>	Nil
Instrument of Government / Articles of Association	Written request only. Clerk to the Governing Body C/O Biddick Hall Junior School	Photocopy/print costs 5p a copy and postage costs only
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<i>School Website</i>	Nil
School prospectus (if any)	<i>School Website</i>	Nil
Annual Report (if any)	<i>School Website</i>	Nil
Staffing structure	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/print costs 5p a copy and postage costs only
School session times and term dates	<i>School Website</i>	Nil
Address of school and contact details, including email address.	<i>School Website</i>	Nil

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<p>Class 2- What we spend and how we spend it</p> <p><i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><i>Current and previous financial year as a minimum</i></p>		
Annual budget plan and financial statements	Written request only. Clerk to the Governing Body C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
Capital Funding	Written request only. Clerk to the Governing Body C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
Financial audit reports	Written request only. Clerk to the Governing Body C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
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).	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
Pay policy	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual	Written request only.	Photocopy/ print costs

senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Headteacher C/O Biddick Hall Junior School	5p a copy and postage costs only
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.	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/print costs 5p a copy and postage costs only
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/print costs 5p a copy and postage costs only

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Class 3- What our priorities are and how we are doing		
<i>(Strategies and plans, performance indicators, audits inspections and reviews)</i>		
<i>Current information as a minimum</i>		
School profile (if any) And in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School Website	Nil
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report Post-inspection action plan	School Website	Nil
Performance management policy and procedures adopted by the governing body.	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/print costs 5p a copy and postage costs only
Performance data or a direct link to it	School Website	Nil

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Written request only. Clerk to the Governing Body C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
Safeguarding and child protection	School Website	Nil

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
Class 4- How do we make decisions.		
<i>(Decisions making processes and records of decisions)</i>		
<i>Current and previous 3 years as a minimum</i>		
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website	Nil
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).	Written request only. Clerk to the Governing Body C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only

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Class 5- Our policies and procedures		
<i>(current written protocols, polices and procedures for delivering our services and responsibilities)</i>		
<i>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.</i>		
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data	Written request only. Headteacher	Photocopy/ print costs

protection (including information sharing policies)	C/O Biddick Hall Junior School	and postage costs only
Charging regimes and policies. 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. 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").	School Website	Nil

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
Class 6- Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register)</i>		
Curriculum circulars and statutory instruments	School Website	Nil
Disclosure logs	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
Asset register	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only
Any information the school is currently legally required to hold in publicly available registers	Written request only. Headteacher C/O Biddick Hall Junior School	Photocopy/ print costs 5p a copy and postage costs only

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 7- The Services we offer</p> <p><i>(Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p> <p><i>Current information only</i></p>		
Extra-curricular activities	School Website	Nil
Out of school clubs	School Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	School Website	Nil
School publications, leaflets, books and newsletters	School Website	Nil

Additional Information
<p><i>This will provide the school with the opportunity to publish information that is not itemised in the lists above</i></p>

Schedule of Charges		
<p><i>This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.</i></p>		
<p>Type of charge – example; costs to school, statutory fee</p>	<p>Description – example; postage, photocopying, printing</p>	<p>Basis of Charge – example: First class stamp cost, cost of paper and printing</p> <p>*The actual cost incurred by the school</p>