



### Freedom of Information

Guide to information available from **Biddick Hall Infant and Nursery School** under the model publication scheme

<b>Class 1- Who we are and what we do</b> ( <i>organisation, information, structures and contacts</i> )	<b>How the information can be obtained</b>	<b>Cost</b>
Welcome	School website <a href="http://www.biddickhallinfants.co.uk/">http://www.biddickhallinfants.co.uk/</a>  Hardcopy – Available on request, contact school	Free  5p per page
Who's who in the school	School Website <a href="https://www.biddickhallinfants.co.uk/about-us/">https://www.biddickhallinfants.co.uk/about-us/</a>  Hardcopy – Available on request, contact school	Free  5p per page
Who's who on the governing body / board of governors and the basis of their appointment	School Website <a href="https://www.biddickhallinfants.co.uk/about-us/">https://www.biddickhallinfants.co.uk/about-us/</a>  Hardcopy – Available on request, contact school	Free  5p per page
Instrument of Government / Articles of Association	Hardcopy Available on request – Contact school	5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website <a href="http://www.biddickhallinfants.co.uk/contact-us/">http://www.biddickhallinfants.co.uk/contact-us/</a>  Hardcopy – Available on request, contact school	Free  5p per page
School prospectus (if any)	Hardcopy Available on request – contact school	5p per page
Staffing structure	School Website <a href="https://www.biddickhallinfants.co.uk/about-us/">https://www.biddickhallinfants.co.uk/about-us/</a>	Free

	Hardcopy available on request – contact school	5p per page
School session times and term dates	<p>School Website <a href="http://www.biddickhallinfants.co.uk/school-day/">http://www.biddickhallinfants.co.uk/school-day/</a></p> <p><b>Nursery</b></p> <ul style="list-style-type: none"> <li>• am sessions 8.30-11.30</li> <li>• pm sessions 12.15-3.15</li> </ul> <p>30 Hour Nursery sessions are 9.00 – 3.00</p> <p><b>Reception and Main School</b></p> <ul style="list-style-type: none"> <li>• am session 9.00-11.30</li> <li>• pm session 12.30- 3.00</li> </ul> <p>The bell goes at 8.55am. Teachers welcome the children into class with the aim of being ready to start to learn at 9am.</p>	Free
Address of school and contact details, including email address.	<p>School Website <a href="http://www.biddickhallinfants.co.uk/contact-us/">http://www.biddickhallinfants.co.uk/contact-us/</a></p>	Free

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><b>Class 2 - What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i></p>		
Annual budget plan and financial statements	Hard copy – available on request	5p per sheet

Capital Funding	Hard copy – available on request	5p per sheet
Financial audit reports	Hard copy – available on request	5p per 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 – available on request	5p per 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 – available on request	5p per sheet
Pay policy	Hard copy – available on request	5p per sheet
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	5p per 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 – available on request	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – available on request	5p per sheet

<b>Class 3- What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits inspections and reviews)</i> <i>Current information as a minimum</i>	<b>How the information can be obtained</b>	<b>Cost</b>
School profile (if any)  And in all cases:	School Website – <a href="http://s3-eu-west-1.amazonaws.com/smartfile/6771ecfdb12f71334d5c1103399cb71/uploads/2020">http://s3-eu-west-1.amazonaws.com/smartfile/6771ecfdb12f71334d5c1103399cb71/uploads/2020</a>	Free

<p>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</p>	<p><a href="#">/06/04092438/SKM_C3350i200604101300.pdf</a></p> <p><a href="http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Phonics.pdf">http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Phonics.pdf</a></p> <p><a href="http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Key-stage-1.pdf">http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Key-stage-1.pdf</a></p> <p><a href="http://www.biddickhallinfants.co.uk/dfep-performance-information/">http://www.biddickhallinfants.co.uk/dfep-performance-information/</a></p> <p>Hard copy - available on request</p>	<p>5p per sheet</p>
<p>The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report</p> <p>Post-inspection action plan</p>	<p>School website <a href="https://www.biddickhallinfants.co.uk/ofsted/">https://www.biddickhallinfants.co.uk/ofsted/</a></p>	<p>Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy – available on request</p>	<p>5p per sheet</p>
<p>Performance data or a direct link to it</p>	<p>School Website – <a href="http://s3-eu-west-1.amazonaws.com/smartfile/6771ecfdb12f71334d5c1103399cb71/uploads/2020/06/04092438/SKM_C3350i200604101300.pdf">http://s3-eu-west-1.amazonaws.com/smartfile/6771ecfdb12f71334d5c1103399cb71/uploads/2020/06/04092438/SKM_C3350i200604101300.pdf</a></p>	<p>Free</p>

	<p><a href="http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Phonics.pdf">http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Phonics.pdf</a></p> <p><a href="http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Key-stage-1.pdf">http://smartfile.s3.amazonaws.com/6771ecfdb12f71334d5c1103399cb71/uploads/2019/12/Biddick-Hall-Infants-School-Key-stage-1.pdf</a></p> <p><a href="http://www.biddickhallinfants.co.uk/dfc-performance-information/">http://www.biddickhallinfants.co.uk/dfc-performance-information/</a></p>	
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	5p per sheet
Safeguarding and child protection	<p>School website <a href="https://www.biddickhallinfants.co.uk/safeguarding/">https://www.biddickhallinfants.co.uk/safeguarding/</a></p> <p>Hard copy – available on request</p>	<p>Free</p> <p>5p per sheet</p>

<b>Class 4- How do we make decisions.</b> <i>(Decisions making processes and records of decisions)</i> <i>Current and previous 3 years as a minimum</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website <a href="http://www.biddickhallinfants.co.uk/admissions-2/">http://www.biddickhallinfants.co.uk/admissions-2/</a>  Hard copy – available on request	Free  5p per sheet
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 – available on request	5p per sheet

<b>Class 5- Our policies and procedures</b> <i>(current written protocols, polices and procedures for delivering our services and responsibilities)</i>	<b>How the information can be obtained</b>	<b>Cost</b>
<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 protection (including information sharing policies)	Hard copy – available on request	5p per sheet
Charging regimes and policies.	School website	Free

<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. 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><a href="http://www.biddickhallinfants.co.uk/policies-2/">http://www.biddickhallinfants.co.uk/policies-2/</a></p> <p>Hard copy – available on request</p>	<p>5p per sheet</p>
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<p><b>Class 6- Lists and Registers</b> <i>Currently maintained lists and registers only (this does not include the attendance register)</i></p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>
<p>Curriculum circulars and statutory instruments</p>	<p>School website</p> <p><a href="https://www.biddickhallinfants.co.uk/curriculum-3/">https://www.biddickhallinfants.co.uk/curriculum-3/</a></p> <p>Hard copy – available on request</p>	<p>Free</p>

		5p per sheet
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free

<b>Class 7- The Services we offer</b> <i>Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i> <i>Current information only</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	School website <a href="http://www.biddickhallinfants.co.uk/smarties/">http://www.biddickhallinfants.co.uk/smarties/</a>  Hard copy – available on request	Free  5p per sheet
Out of school clubs	School website <a href="http://www.biddickhallinfants.co.uk/smarties/">http://www.biddickhallinfants.co.uk/smarties/</a>  Hard copy – available on request	Free  5p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy – available on request	5p per sheet
School publications, leaflets, books and newsletters	School website <a href="http://www.biddickhallinfants.co.uk/">http://www.biddickhallinfants.co.uk/</a>  Hard copy – available on request	Free  5p per sheet



<b>Schedule of Charges</b>  <i>This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.</i>		
Photocopying/ printing @ pence per sheet (black and white) – 5p per page	Photocopying/ printing	Cost of paper and printing – 5p per page
Photocopying/ printing @ pence per sheet (colour) – Not available	Photocopying/ printing	Not Available
Postage – 61p for Royal Mail 2 <sup>nd</sup> class stamp per 100g	Postage	Cost of stamps and postage