



# Freedom of Information Publication Scheme

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

<b>Class 1- Who we are and what we do (Organisational information, structures, locations and contacts)</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	School Website – About Us <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 on the governing body / board of governors and the basis of their appointment	School Website – About Us <a href="http://www.biddickhallinfants.co.uk/">http://www.biddickhallinfants.co.uk/</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="https://www.biddickhallinfants.co.uk/contact-us/">https://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	<p>School Website – About Us  <a href="http://www.biddickhallinfants.co.uk/">http://www.biddickhallinfants.co.uk/</a></p> <p>Hardcopy available on request – contact school</p>	<p>Free</p> <p>5p per page</p>
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 8.30 – 3.00</p> <p><b>Reception and Main School</b></p> <ul style="list-style-type: none"> <li>• 8.45am – 3.15pm</li> </ul> <p>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="https://www.biddickhallinfants.co.uk/contact-us/">https://www.biddickhallinfants.co.uk/contact-us/</a></p>	Free

<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>	<b>How the information can be obtained</b>	<b>Cost</b>
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>	<b>How the information can be obtained</b>	<b>Cost</b>
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 - <a href="http://www.biddickhallinfants.co.uk/df-performance-information/">http://www.biddickhallinfants.co.uk/df-performance-information/</a>  Hard copy - available on request	Free  5p per sheet
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report  Post-inspection action plan	School website – Key Info <a href="http://www.biddickhallinfants.co.uk/">http://www.biddickhallinfants.co.uk/</a>	Free
Performance management policy and procedures adopted by the governing body.	Hard copy – available on request	5p per sheet
Performance data or a direct link to it	School website <a href="http://www.biddickhallinfants.co.uk/df-performance-information/">http://www.biddickhallinfants.co.uk/df-performance-information/</a>  Hard copy – available on request	Free  5p per sheet
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	School website – Key Info <a href="http://www.biddickhallinfants.co.uk/">http://www.biddickhallinfants.co.uk/</a>  Hard copy – available on request	Free  5p per sheet

<b>Class 4- How do we make decisions.</b> <i>(Decisions making processes and records of decisions)</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, policies 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.</i>	<b>How the information can be obtained</b>	<b>Cost</b>
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 <a href="http://www.biddickhallinfants.co.uk/policies-2/">http://www.biddickhallinfants.co.uk/policies-2/</a>  Hard copy – available on request	Free  5p per sheet

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

#### Schedule of Charges

*This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.*

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 – Royal Mail 2 <sup>nd</sup> class stamp per 100g	Postage	Cost of stamps and postage