




BROUGHTON PRIMARY SCHOOL

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

2021

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

Approved by ¹	
Name:	Dr H Morgan
Position:	Chair of Directors
Signed:	
Date:	September 2021
Review date ² :	September 2022

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Broughton 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	All below available on the school website apart from:	
Who’s who in the school		
Who’s who on the Board of Directors and the basis of their appointment		
Instrument of Government/Articles of Association	Hardcopy	£1.00
Contact details for the Headteacher and for the Board of Directors, via the school (named contacts where possible)		
School prospectus (if any)		
Annual Report (if any)		
Staffing structure		
School session times and term dates		
Address of school and contact details, including email address		

Freedom of Information

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

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	All below available on the school website apart from:	
Annual Budget Plan and financial statements		
Capital funding		
Procurement and projects		
Pay Policy	Hardcopy	£1.00
Staffing and Grading Structure	Within the Pay Policy	
Directors' allowances	N/A	

Freedom of Information

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

<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>All below available on the school website apart from:</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 		
<p>Performance Management Policy and Procedures adopted by the Board of Directors.</p>	<p>Hardcopy</p>	<p>£1.00</p>
<p>Schools future plans</p>	<p>Hardcopy</p>	<p>£1.00</p>
<p>Every Child Matters – Policies and Procedures</p>		

Freedom of Information

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

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	All below available on the school website apart from:	
Admissions Policy/decisions (not individual admission decisions)		
Agendas of meetings of the Board of Directors and (if held) its sub-committees	Hardcopy	£1.00
Minutes of meetings of the Board of Directors and its sub-committees. <i>This will exclude information that is properly regarded as private to the meetings.</i>		

Freedom of Information

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

<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 English government. These will include policies and procedures for handling information requests.</p>	<p>All below available on the school website apart from:</p>	
<p>School Policies including:</p> <ul style="list-style-type: none"> • Charging and Remission Policy • Health & Safety • Complaints Procedure • Staff Conduct Policy • Discipline and Grievance Policies • Staffing Structure Implementation Plan • Information Request Handling Policy • Equality & Diversity (including Equal Opportunities) Policies • Staff Recruitment Policies 	<p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p>	<p>£1.00</p> <p>£1.00</p> <p>£1.00</p> <p>£1.00</p> <p>£1.00</p>

Freedom of Information

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

<p>Pupil and Curriculum Policies including:</p> <ul style="list-style-type: none"> • Home-School Agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility • Race Equality • Collective Worship • Pupil Discipline 	<p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p>	<p>£1.00</p> <p>£1.00</p> <p>£1.00</p> <p>£1.00</p> <p>£1.00</p> <p>£1.00</p>
<p>Records Management and Personal Data Policies, including:</p> <ul style="list-style-type: none"> • Information Security Policies • Records Retention Destruction and Archive Policies • Data Protection (including Information Sharing Policies) 	<p>Hardcopy</p> <p>Hardcopy</p>	<p>£1.00</p> <p>£1.00</p>
<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>		

Freedom of Information

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

Class 6 – Lists and Registers	All below available in hardcopy	£1.00
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum Circulars and Statutory Instruments		
Disclosure Logs		
Asset Register		
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)		

Freedom of Information

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

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>All below available on the website</p>	
<p>Extra-curricular activities</p>		
<p>Out of School Clubs</p>		
<p>School publications</p>		
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>Leaflets, books and newsletters</p>		
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p>Contact details: Broughton Primary School Moor Road Great Broughton COCKERMOUTH Cumbria CA13 0YT</p> <p>T: 01900 828971 E: admin@broughton-pri.cumbria.sch.uk</p>		

Freedom of Information

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

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	All documentation	£1.00
	Postage	Actual cost of Royal Mail standard 2 nd class stamp