

Guide to Information

Battling Brook Primary School

1. What is the guide to information held?

The Freedom of Information Act (2000) (FOI) requires all schools to produce a register of the types of information it will routinely make available to the public. This guide to information held follows a template approved by the Information Commissioner.

The guide to information held commits our school to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner.

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. Making Information Available

Information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charging

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>This will be current information only</p>	School Website	
Address of school and contact details, including school email address.	School Website	
Who's who in the school	School Website	
Head teacher's contact details	School Website	
Trustees' contact details	School Website	
Trustee who's who	School Website	
Articles of Association	School Website	
School prospectus	School Website	
School session times and term dates	School Website	
<p>Class 2 – What we spend and how we spend it</p> <p>Current and previous financial year as a minimum</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p>	(hard copy and/or website)	
Annual budget and financial statements	School Office - available on request	
Annual accounts	School Website	
Capital funding (Funding agreement)	School Office - available on request	
Financial Audits reports	School Office - available on request	
Details of expenditure items over £5,000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	School Office - available on request	

Staff pay – details of senior staff salaries in bands of £ £10,000 (Senior Leadership Team or equivalent whose basic actual salary is at least £60,000 per annum). For all other posts, identify levels of pay by salary range	School Website School Office - available on request	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	School Office - available on request	
Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	School Office - available on request	
Procurement and contracts we have entered into	School Office - available on request	
Details of any premiums we receive such as Pupil premium.	School website	
TU facility time reporting	School Office - available on request	
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum	(hard copy or website)	
Annual Report	School Website	
Latest reports from regulators (Ofsted) Summary - Full report - Post-inspection action plan	School website School Office - available on request	
Assessment results	School Website	
Performance tables	School Website	
School profile and performance data supplied to the Government. (or a direct link to the data)	School Website	
Performance Management policy and procedures	School Office - available on request	

The academy's future plans. For example: Proposal for and any consultation on the future of our school/academy, such as a change in status.	School Office - available on request	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	School Office - available on request	
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	(hard copy or website)	
Admissions policy and, where applicable, admission decisions	School website	
Trustee Board committees.	School website	
Agendas and minutes of meetings.	School Office - available on request	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	School Website or on request	
Safeguarding and Child Protection	School website	
Health and Safety	School Website	
Equality and Diversity	School website	

Policies and procedures relating to recruitment and human resources	School Office - available on request	
Special Educational Needs	School website	
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School website	
Pay Policy	School Office - available on request	
Complaints Policy	School Website	
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	School website	
Charging regimes and policies	School website	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School Office - available on request	
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	School Office - available on request	
Disclosure logs, ie information provided in response to FOIA/EIR requests	School Office - inspection only	
Asset register and Information Asset register	School Office - inspection only	
	School Office - inspection only	

Any information we are currently legally required to hold in publicly available registers		
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School website	
Out of school clubs	School Website/ School office available on request	
Services for which we are entitled to recover a fee, together with those fees	School office available on request	
Requests for paper copies of information	School office available on request	
School publications, leaflets, books and newsletters	School website/ School office available on request	

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 @ 10p per sheet (black & white)	
	Photocopying @ 15p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		