

## FREEDOM OF INFORMATION POLICY

Issue 5

September 2021



Approved by:

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Head Teacher  
Bailey's Court Primary School

Date: September 2021

Authorised by:



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Chair of Full Governing Body  
Bailey's Court Primary School

Date: September 2021

Review Date:

September 2024

# Freedom of Information Policy

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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	April 2012	Original document.	D Hickson
2	Nov 2015	Document reviewed; minor changes made	M Telfer
3	Nov 2017	Minor changes made	A Lynham
4	Sept 2019	Reviewed	A Lynham
5	Sept 2021	Reviewed	A Lynham

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Co-Head Teachers.

This policy will be reviewed every three years

## MAIN DOCUMENT

### 1 WHO WE ARE AND WHAT WE DO

This section details the school's organisational information, structures, locations and contacts. (This will be current information only.)

The school's web-site address is [baileyscourt.com](http://baileyscourt.com).

Information to be Published	How the Information can be Obtained	Cost
Who's who in the school.	School website.	Free
Who's who on the governing body and the basis of their appointment.	School web-site	Free
Instrument of Governance.	School Office	Free

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Information to be Published	How the Information can be Obtained	Cost
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)).	School Office and on school web-site	Free
School prospectus.	School Office	Free
Annual Report.	School Office	Free
Staffing structure.	School Office	Free
School session times and term dates.	School Office/Website.	Free

## 2 WHAT WE SPEND AND HOW WE SPEND IT

This section details the school's financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. (This will be current information only.)

Information to be Published	How the Information can be Obtained	Cost
Current and previous financial year as a minimum.	School office files.	Copying costs.
Annual budget plan and financial statements.	School office files.	Copying costs.
Capitalised funding.	School office files.	Copying costs.
Additional funding.	School office files.	Copying costs.
Procurement and projects.	School office files.	Copying costs.
Pay policy.	School office files.	Copying costs.
Staffing and grading structure.	School office files.	Copying costs.
Governors' allowances.	School office files.	Copying costs.

## 3 WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

This section details the school's strategies and plans, performance indicators, audits, inspections and reviews. (This will be current information as a minimum.)

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Information to be Published	How the Information can be Obtained	Cost
School profile: <ul style="list-style-type: none"> <li>Government supplied performance data.</li> <li>The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary.</li> <li>- Full report.</li> </ul> </li> </ul>	School office  Website	Copying costs. Free
Performance management policy and procedures adopted by the governing body.	Website	Free
Schools future plans.	School office	Copying costs.

## 4 HOW WE MAKE DECISIONS

This section details the school's decision making processes and records of decisions. (This will be current and previous 3 years information as a minimum.)

Information to be Published	How the Information can be Obtained	Cost
Admissions policy/decisions (not individual admission decisions).	Local authority.	Admin & copying costs.
Agendas of meetings of the governing body and (if held) its sub-committees.	School office	Free
Minutes of meetings (as above); this will exclude information that is properly regarded as private to the meetings.	School office	Free

## 5 OUR POLICIES AND PROCEDURES

This section details the school's current written protocols, policies and procedures for delivering our services and responsibilities. (This will be current information only.)

Information to be Published	How the Information can be Obtained	Cost
School policies including: <ul style="list-style-type: none"> <li>Charging and remissions policy.</li> <li>Health and Safety.</li> <li>Concerns and Complaints</li> <li>Behaviour and Discipline</li> <li>Grievance</li> <li>Equality</li> </ul>	School website.	Free.
Pupil and curriculum policies, including:	School Policy File (Entrance Hall) plus website	Free.

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Information to be Published	How the Information can be Obtained	Cost
<ul style="list-style-type: none"> <li>• Home-school agreement.</li> <li>• Sex &amp; Relationships education.</li> <li>• Special Educational Needs.</li> <li>• Equality &amp; Accessibility.</li> </ul>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Freedom of Information</li> <li>• Data protection</li> </ul>	School office	Copying costs.
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.	School office	Copying costs.

## 6 LISTS AND REGISTERS

This section details the school's current lists and registers. (This will be currently maintained lists and registers only.)

Information to be Published	How the Information can be Obtained	Cost
Child Protection logs .	Head's office.	Admin & Copying costs.
Asset register.	School office	Admin & Copying costs.
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b> .	School office	Admin & Copying costs.

## 7 THE SERVICES WE OFFER

This section details the school's information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. (This will be current information only.)

Information to be Published	How the Information can be Obtained	Cost
Extra-curricular activities.	Website/ School office	Free
Out of school clubs.	School office	Free

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School publications.	School office	Admin & Copying costs.
Services for which the school is entitled to recover a fee, together with those fees.	School office	Admin & Copying costs.
Leaflets books and newsletters.	Website/ School office	Free

## 8 ADDITIONAL INFORMATION

This section provide schools with the opportunity to publish information that is not itemised in the lists above.

Information to be Published	How the Information can be Obtained	Cost

## 9 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
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost.
	Photocopying/printing @ ..p per sheet (colour)	Actual cost.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class.
<b>Statutory Fee</b>		In accordance with the relevant legislation (cost on application).
<b>Other</b>	All charges will be at actual cost incurred by the local authority/school or free where appropriate.	