

# Beetham CE Primary School


## FREEDOM OF INFORMATION PUBLICATION SCHEME

March 2021



Caring for Everyone, Learning Together,  
Achievement for All

This policy is based on the Christian principles,  
values and beliefs that underpin everything we do at  
Beetham Church of England Primary School.

Approved by <sup>1</sup>	
Name:	John Lomax
Position:	Chair of Governors
Signed:	
Date:	15/3/2021
Proposed review date <sup>2</sup> :	31/08/2023



# Freedom of Information

## Guide to information available from Beetham CE Primary School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>  This will be current information only	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
Who's who in the school	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
Who's who on the governing body/board of governors and the basis of their appointment	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
Instrument of Government/Articles of Association	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
School Information Booklet	Available from the school office	Free

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Annual Report 2020	Hard Copy	£20
Staffing structure	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
School session times and term dates	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
Address of school and contact details, including email address	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	

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### Guide to information available from Beetham CE Primary School under the model publication scheme

<b>Class 2 – What we spend and how we spend it</b>		
Annual budget plan and financial statements	Hard copy	£30.00
Capital funding	Hard copy	£30.00
Financial audit reports	Hard copy	£30.00
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy	£30.00
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	£20.00
Pay policy	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
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	£20.00
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	£20.00

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<b>Class 3 – What our priorities are and how we are doing</b>		
School profile (if any) And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the Government, or a direct link to the data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>  Hard copy	£30.00
Performance management policy and procedures adopted by the governing body.	Hard copy	£20.00
School Improvement Plan	Hard Copy	£30.00
Safeguarding and child protection policy and procedures	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	

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<b>Class 4 – How we make decisions</b>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
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).	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	

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<b>Class 5 – Our policies and procedures</b>		
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	Hard copy	£30.00
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.	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	



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<b>Class 6 – Lists and Registers</b>		
Curriculum circulars and statutory instruments	Inspection only	
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	

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<b>Class 7 – The services we offer</b>		
Extra-curricular activities	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>  Hard copy	free
Out of school clubs	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>  Hard copy	free
Services for which the school is entitled to recover a fee, together with those fees	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>	
School publications, leaflets, books and newsletters	Website: <a href="http://www.beethamschool.co.uk">www.beethamschool.co.uk</a>  Hard copy	Free

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<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 20p 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 (quote the actual statute)
<b>Other</b>		