

## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

This document is produced in line with the ICO Model Publication Scheme: [model-publication-scheme.pdf \(ico.org.uk\)](https://ico.org.uk/for-organisations/guide-to-information-available-from-organisations/under-the-model-publication-scheme/)

## CLASSES OF INFORMATION

### **Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

<b>Information to be Published</b>	<b>How the Information can be obtained</b>
Who's who in the school	Website-About Us-Who's Who <a href="#">Staff - Brabourne Church of England Primary School</a>
Who's who on the governing board and the basis of their appointment	Website-About Us-Governors <a href="#">Governors - Brabourne Church of England Primary School</a>
Instrument of Governance/Articles of Association	<a href="#">Link to Terms of Reference - TAA</a>
Contact details for the Headteacher and for the governing board, via the school	Website-Home-Contact Us <a href="#">Contact us - Brabourne Church of England Primary School</a>
School Prospectus	Website-Home-Prospectus <a href="#">On front page of website <a href="http://www.brabourne.kent.sch.uk">www.brabourne.kent.sch.uk</a></a>

## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
<b>Information to be Published</b>	<b>How the Information can be obtained</b>
Annual Report	Website-About Us-Governors On governor page: <a href="#">Governors - Brabourne Church of England Primary School</a>
Staffing structure	Hard Copy/Digital Copy – please contact the school office
School session times and term dates	Website-Term Dates/School day: <a href="#">Term Dates - Brabourne Church of England Primary School</a> <a href="#">School Day - Brabourne Church of England Primary School</a>
Address of school and contact	Website-Home-Contact Us <a href="#">Contact us - Brabourne Church of England Primary School</a>

## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

<b>Class 2 – What we spend and how we spend it</b>	
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
<b>Information to be Published</b>	<b>How the Information can be obtained</b>
Annual budget plan and financial statements	Hard copy/Digital copy – please contact school office
Capital funding	Hard copy/Digital copy – please contact school office
Financial audit reports	Hard copy/Digital copy – please contact school office
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six- monthly interval where practical	Hard copy/Digital copy – please contact school office
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/Digital copy – please contact school office
Pay policy	Hard copy/Digital copy – please contact school office
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/Digital copy – please contact school office
Staffing, pay and grading structure. As a minimum the pay information should include salaries for Senior Leadership Team or equivalent in bands of £10,000; for more junior posts, by salary range	Hard copy/Digital copy – please contact school office
Governors' allowances	Hard copy/Digital copy – please contact school office

## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
<b>Information to be Published</b>	<b>How the Information can be obtained</b>
Performance data supplied to the Government	Website-About Us-Performance Data <a href="#">Results - Brabourne Church of England Primary School</a>
The latest Ofsted report summary & full report	Website-About Us-Ofsted <a href="#">Ofsted inspection - Brabourne Church of England Primary School</a>
Post Inspection action plan	Hard copy/Digital copy of School Improvement Plan – please contact school office
Performance management (Appraisal) policy & procedures adopted by the governing board	Hard copy/Digital copy – please contact school office
Performance data	Hard Copy/Digital copy – please contact the school office
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	No current plans to change status
Safeguarding & child protection	Website-About Us-Policies <a href="#">Policies - Brabourne Church of England Primary School</a>

## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
<b>Information to be Published</b>	<b>How the Information can be obtained</b>
Admissions policy/decisions (not individual admission decisions)	Website-About Us-Policies <a href="#">Admissions - Brabourne Church of England Primary School</a>
Agendas and minutes of meetings of the governing board and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy/Digital copy – contact school office

## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
<b>Information to be Published</b>	<b>How the Information can be obtained</b>
School Policies, eg: <ul style="list-style-type: none"> <li>• Special Educational Needs &amp; Disability</li> <li>• Behaviour &amp; Rewards</li> <li>• Anti-Bullying</li> <li>• Child Protection</li> <li>• Health &amp; Safety</li> <li>• Relationship &amp; Sex Education</li> <li>• Complaints</li> <li>• Attendance</li> </ul>	Website-About Us-Policies <a href="#">Policies - Brabourne Church of England Primary School</a>  For other policies not listed on the school website, please contact the school office for a hard copy/digital copy
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/Digital Copy – please contact the school office  Data Protection policy is available on the school website <a href="#">Policies - Brabourne Church of England Primary School</a>
Charging Regimes & Policy 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	Hard Copy/Digital Copy – please contact the school office

## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

be recovered, the basis on which they are made and how they are calculated.	
<p><b>Class 6 – Lists and Registers</b>          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)</p>	
<b>Information to be Published</b>	<b>How the Information can be obtained</b>
Curriculum circulars and statutory instruments	Hard copy/Digital copy – please contact school office
Disclosure logs	Available by Inspection only
Asset register	Available by Inspection only
Any information the school is currently legally required to hold in publicly available registers	Available by Inspection only

## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
<b>Information to be Published</b>	<b>How the Information can be obtained</b>
Extra-curricular activities	Website-Pupils-After School Clubs <a href="#">School clubs for Term 3 2024 - Brabourne Church of England Primary School</a>
Breakfast Club	Website-Parents-Breakfast Club <a href="#">Wrap around care - Brabourne Church of England Primary School</a>
Services for which the school is entitled to recover a fee, together with those fees	Website-Parents-Catering <a href="#">Lunch - Brabourne Church of England Primary School</a> Website-Parent Money <a href="#">School Money - Brabourne Church of England Primary School</a> Website-Curriculum-Music at Brabourne <a href="#">Music - Brabourne Church of England Primary School</a>
School publications, leaflets, books and newsletters	Website-News and Events-Newsletter from HT <a href="#">Newsletters - Brabourne Church of England Primary School</a> <a href="#">Letters Home - Brabourne Church of England Primary School</a>

### SCHEDULE OF CHARGES



## Freedom of Information

### Guide to information available from Brabourne CEP School under the model publication scheme

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (B/W)
	Photocopying/printing @ 10p per sheet (colour)
	Postage – Current cost of Royal Mail Second Class
<b>Statutory Fee</b>	We will comply in accordance with the FoI Act in particular section 12

*Costs are based on cost per copy (B/W or colour, paper & oncosts)*