

Freedom of Information

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

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	(hard copy and/or website)	
Who’s who in the school	School Prospectus Website	£0
Who’s who on the governing body / board of governors and the basis of their appointment	School Prospectus Website	£0
Instrument of Government / Articles of Association	Hard copy	£0
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Prospectus Website School contact details only	£0

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School prospectus	Hard copy available on request from school office, download available on website.	£0
Staffing structure	School Prospectus Website	£0
School session times and term dates	School Prospectus Website	£0
Address of school and contact details, including email address.	Website Available from school office	£0
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		
Annual budget plan and financial statements	Hard copy	£0
Capital funding	Hard copy	£0
Financial audit reports	Hard copy	£0

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	£0
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	£0
Pay policy	Hard copy	£0
Staffing, pay and grading structure.	Hard copy	£0
Governors' allowances	Hard copy	£0
Pupil Premium allocation and impact summaries	Hard copy Website	£0
PE and Sport Premium allocation and impact summaries	Hard copy Website	£0
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and	(hard copy or website)	

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reviews)		
Current information as a minimum		
School profile (if any) <ul style="list-style-type: none"> • Performance data • OFSTED report 	Website – link to DfE Website – link to OFSTED site	£0
Performance management policy and procedures adopted by the governing body.	Hard copy	£0
Performance data or a direct link to it	Website	£0
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy	£0
Safeguarding and child protection	Hard copy and website	£0
School Improvement Plan	Hard copy	£0
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)	

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Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy	£0
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).	Hard copy	£0
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy	£0
Charging regimes and policies.		£0
Charging and Remissions policy	Website and hard copy	
School policies including: <ul style="list-style-type: none"> - Charging and Remissions policy - Behaviour - Inclusion/SEND 	Website/hard copy	£0

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<ul style="list-style-type: none"> - Health and Safety - E-Safety - Child Protection and Safeguarding - Complaints Procedure - Code of Conduct - FOI publication scheme£ - Data Protection - SRE Policy - Equality - Positive Handling - First Aid - Supporting Pupils with Medical Conditions - Teaching and Learning - Assessment and feedback 		
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)	£0
Curriculum circulars and statutory instruments		£0
Disclosure logs		£0

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Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
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	Website	£0
Out of school clubs	Website and hard copy	£0
School publications, leaflets, books and newsletters	Website and hard copy	£0