

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 | | |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> | <p>(hard copy or website; some information may only be available by inspection)</p> | <p>£0</p> |
| <p>Curriculum circulars and statutory instruments</p> | | <p>£0</p> |
| <p>Disclosure logs</p> | | <p>£0</p> |

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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 |