

# Badgerbrook Primary School

## Freedom of Information Scheme



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A model publication scheme for public authorities, including schools, has been prepared and approved by the Information Commissioner. It has been adopted without modification by Badgerbrook Primary School.

This document also gives details of the information we publish, how it is available and a schedule of fees.

### **Model publication scheme - Freedom of Information Act**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## **Classes of information**

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Further advice and information is available from the Information Commissioner's Office, [www.ico.gov.uk](http://www.ico.gov.uk) or telephone 01625 545745 3

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only		
Who's who in the school	Members of staff page on website <a href="https://badgerbrook.org.uk/">https://badgerbrook.org.uk/</a> Hard copy (contact school office)	Free  10p per sheet + postage
Who's who on the governing body and the basis of their appointment	Governing Body page on website <a href="https://badgerbrook.org.uk/">https://badgerbrook.org.uk/</a> Hard copy (contact school office)	Free  10p per sheet + postage
Instrument of Government / Articles of Association	Hard copy (contact school office)	10p per sheet + postage
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Contact information page and Governing Body page on website <a href="https://badgerbrook.org.uk/">https://badgerbrook.org.uk/</a> Hard copy (contact school office)	Free  Free
School prospectus (if any)	Prospectus section on website <a href="https://badgerbrook.org.uk/">https://badgerbrook.org.uk/</a> Hardcopy (contact school office)	Free  Postage
Annual Report (if any)	n/a	
Staffing structure	Hard copy (contact school office)	10p per sheet + postage
School session times and term dates	School Handbook section and Term dates page on website <a href="https://badgerbrook.org.uk/">https://badgerbrook.org.uk/</a> Hard copy (contact school office)	Free  10p per sheet + postage
Address of school and contact details, including email address	Contact information page on website <a href="https://badgerbrook.org.uk/">https://badgerbrook.org.uk/</a> Hard copy (contact school office)	Free  10p per sheet + postage
<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		
Annual budget plan and financial statements	Hard copy (contact school office)	10p per sheet +

		postage
Capital funding	Hard copy (contact school office)	10p per sheet + postage
Financial audit reports	Hard copy (contact school office)	10p per sheet + postage
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy (contact school office)	10p per sheet + postage
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 (contact school office)	10p per sheet + postage
Pay policy	Hard copy (contact school office)	10p per sheet + postage
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 (contact school office)	10p per sheet + postage
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 (contact school office)	10p per sheet + postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any) And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, 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>	School profile link from website or <a href="http://schoolsfinder.direct.gov.uk/8552170/school-profile/">http://schoolsfinder.direct.gov.uk/8552170/school-profile/</a> Hard copy (contact school office)  Ofsted report <a href="http://www.ofsted.gov.uk/oxedu/reports/display/(id)/71547">http://www.ofsted.gov.uk/oxedu/reports/display/(id)/71547</a> Hard copy (contact school office) Hard copy (contact school office)	Free  10p per sheet + postage  Free  10p per sheet plus postage
Performance management policy and	Hard copy	Free

procedures adopted by the governing body.	(contact school office)	10p per sheet + postage
Performance data or a direct link to it	Link from website <a href="http://www.badgerbrook.leics.sch.uk">www.badgerbrook.leics.sch.uk</a>	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Strategic Plan Hard copy (contact school office)	10p per sheet + postage
Safeguarding and child protection	Policies section on website <a href="http://www.badgerbrook.leics.sch.uk">www.badgerbrook.leics.sch.uk</a> Hard copy (contact school office)	Free  10p per sheet + postage
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Link to Local Authority Admissions policy and information <a href="http://www.badgerbrook.leics.sch.uk">www.badgerbrook.leics.sch.uk</a>	Free
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 (contact school office)	10p per sheet + postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. These will include policies and procedures for handling information requests.		
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 (contact school office) Hard copy (contact school office)  Policies section on website <a href="http://www.badgerbrook.leics.sch.uk">www.badgerbrook.leics.sch.uk</a>	10p per sheet + postage   Free
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.	Policies section on website <a href="http://www.badgerbrook.leics.sch.uk">www.badgerbrook.leics.sch.uk</a>  Hard copy (contact school office)	Free  10p per sheet + postage
<b>Class 6 – Lists and Registers</b>		

Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy (contact school office)	10p per sheet + postage
Disclosure logs	Inspection by appointment (contact school office)	Free
Asset register	Inspection by appointment (contact school office)	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection by appointment (contact school office)	Free
<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) Current information only		
Extra-curricular activities	Hard copy (contact school office)	10p per sheet + postage
Out of school clubs	Hard copy (contact school office)	10p per sheet + postage
Services for which the school is entitled to recover a fee, together with those fees	Hard copy (contact school office)	10p per sheet + postage
School publications, leaflets, books and newsletters	Newsletters on website <a href="http://www.badgerbrook.leics.sch.uk">www.badgerbrook.leics.sch.uk</a> Hard copy (contact school office)	Free 10p per sheet + postage
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## Schedule of Charges

Type of Charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black &	Actual cost + administration



	white)	
	Photocopying/printing @ 15p per sheet (colour)	Actual cost + administration
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

### How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.badgerbrook.leics.sch.uk](http://www.badgerbrook.leics.sch.uk)

Email: **office@badgerbrook.leics.sch.uk**  
Tel: **0116 2752353**  
Fax: **01162866363**  
Contact Address: **Badgerbrook Primary School  
Badger Drive  
Whetstone  
Leicester  
LE8 6ZW**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.