

## Guide to information available from Burrough Green CE Primary School Under the Freedom of Information Act ('The Publication Scheme')

Information to be published	How the information can be obtained	Cost	Website Checked Nov-16
<b>Class 1 Information - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only			
Who's who in the school	Staff Page on Website or hard copy from office	£2 for replacement hard copy	Our School > Staff
Who's who on the governing body and the basis of their appointment	Website or office	free	Our School > Governors
Instrument of Government	Office	free	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website or office	Free	Contact Us / Our School > Governors
School prospectus	Website or hard copy from office	£2 for replacement hard copy	Parent Information – Prospectus 2016
Staffing structure	Hard copy from office	10p per photocopied sheet	
School session times and term dates	Website or calendar from office	free	Parent Information > Calendar & Our School > Accessibility
<b>Class 2 Information – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).			
Annual budget plan and financial statements	Hard copy to all governors	Free	
Capitalised funding	Hard copy to all governors	Free	
Additional funding	Hard copy to all governors	Free	
Procurement and projects	Hard copy to all governors	Free	
Pay policy	Hard copy from office	10p per photocopied sheet	
Staffing and grading structure	Hard copy from office	10p per photocopied sheet	
Governors' allowances	Not claimed	N/A	
Policies related to Schools Financial Value Standards	Hard copy to all governors	Free	
Premises Plan	Hard copy from office		

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<b>Class 3 Information - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum			
<ul style="list-style-type: none"> <li>• Government supplied Summary Performance Data</li> <li>• OFSTED Report</li> <li>• Ely Diocese SIAMS Report</li> </ul>	Available through our website with links to GOV.UK and Ely Diocese Pages	Hard Copy from Office at 10p per sheet	Our School > OFSTED & Performance Data (NB: 2015 Data)
Appraising Performance & Dealing with Capability Issues for all School Staff	Website & Hard Copy form Office	10p per photocopied sheet	Y-2015
Schools future plans (Raising Attainment Plan) Impact Statement for Pupil Premium Funding Plan for Pupil Premium PE & Sport Premium Planning	} } Website (Our School tab) } }	10p per photocopied sheet	Y-2016 Y-2015 Y-2016 Y-2016
Every Child Matters – policies and procedures including: <ol style="list-style-type: none"> <li>i. Safeguarding and Child Protection</li> <li>ii. Single Central Record</li> <li>iii. Recruitment &amp; Selection Policy and Procedure</li> <li>iv. Staff Code of Conduct</li> <li>v. Policy for Physical Intervention</li> <li>vi. Intimate Care Policy</li> <li>vii. Whistle Blowing Policy</li> <li>viii. Whole School Food Policy</li> <li>ix. Acceptable Use Policy</li> <li>x. E-Safety Policy</li> <li>xi. Community Drugs</li> <li>xii. PREVENT Cluster Strategy</li> </ol>	<ol style="list-style-type: none"> <li>i. Website</li> <li>ii. Hard copy (Govs only)</li> <li>iii. )</li> <li>iv. ) Hard copy from Office</li> <li>v. Website</li> <li>vi. Website</li> <li>vii. Website</li> <li>viii. Website</li> <li>ix. Website</li> <li>x. Website</li> <li>xi. Hard Copy from office</li> <li>xii. Website</li> </ol>	All 10p / photocopied sheet	Parent Info – Policies <ol style="list-style-type: none"> <li>i. Y - 2016</li> <li>ii. -</li> <li>iii. -</li> <li>iv. -</li> <li>v. Y - 2016</li> <li>vi. Y - 2016</li> <li>vii. Y - 2016</li> <li>viii. Y - 2016</li> <li>ix. Y - 2015</li> <li>x. Y - 2016</li> <li>xii. Y - 2015</li> </ol>
<b>Class 4 Information – How we make decisions</b> (Decision making processes and records of decisions). Current and previous three years as a minimum			
School Admissions Code Summary Admissions Information	Cambridge County Council Website Our School		Parent Information > Admissions
Agendas of meetings of the governing body and its sub-committees	Hard copy from office	10p per photocopied sheet	
Minutes of governing body meetings – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy from office	10p per photocopied sheet	

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<b>Class 5 Information – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only			
<p>School policies including:</p> <ul style="list-style-type: none"> <li>i. Swimming and Pool Operating Procedures</li> <li>ii. Hiring of Premises (<del>WITHDRAWN</del>)</li> <li>iii. Charging and remissions policy</li> <li>iv. Health and Safety</li> <li>v. Complaints procedure (&amp; Complaints Leaflet)</li> <li>vi. Discipline and grievance policies</li> <li>vii. Publication Scheme (this document)</li> <li>viii. Equalities policy and Statement</li> <li>ix. Critical Incidents</li>   <li>x. Information Sharing</li> <li>xi. Staff Absence</li> <li>xii. Data Protection</li> <li>xiii. Lettings Policy</li> </ul>	<ul style="list-style-type: none"> <li>i. Hard copy from office</li> <li>ii. Website (If Applicable)</li> <li>iii. Website</li> <li>iv. Website</li> <li>v. Website</li> <li>vi. Hard copy from office</li> <li>vii. Website</li> <li>viii. Website</li> <li>ix. Inspection only of non-personal information</li> <li>x. Hard Copy from office</li> <li>xi. Hard copy from office</li> <li>xii. Website</li> <li>xiii. Website</li> </ul>	<p>All 10p / photocopied sheet</p>	<ul style="list-style-type: none"> <li>i. -</li> <li>ii. Y-2016</li> <li>iii. Y-2016</li> <li>iv. Y-2016</li> <li>v. Y-2014</li> <li>vi. -</li> <li>vii. Y-2016</li> <li>viii. Y- 2016</li> <li>ix. -</li>   <li>x. -</li> <li>xi. -</li> <li>xii. Y-2012</li> <li>xiii. Y-2016</li> </ul>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>i. Early Years Curriculum Offer</li> <li>ii. Home-school agreement</li> <li>iii. SEND Policy &amp; Information Report</li> <li>iv. Sex and relationships Education</li> <li>v. Spiritual Development Policy</li> <li>vi. Positive Behaviour (Policy &amp; Statement)</li> <li>vii. Travel Code of Conduct (CCC &amp; Personal)</li> <li>viii. Educational Visits</li> <li>ix. Homework Policy</li> <li>x. Teaching &amp; Learning Policy</li> <li>xi. Physical Activity</li> <li>xii. Spiritual, Moral, Social, &amp; Cultural Development Policy</li> <li>xiii. Attendance Policy (Inc Absence Request Form)</li> <li>xiv. New Curriculum Policy</li> <li>xv. Presentation Policy</li> <li>xvi. Written Calculation Policy</li> <li>xvii. Policy Supporting Pupils with Medical Conditions</li> </ul>	<ul style="list-style-type: none"> <li>i. Website</li> <li>ii. Website</li> <li>iii. Website</li> <li>iv. Website</li> <li>v. Website</li> <li>vi. Website</li> <li>vii. Website</li> <li>viii. Website</li> <li>ix. Website</li> <li>x. Website</li> <li>xi. Hard copy from office</li> <li>xii. Website (Was HC)</li> <li>xiii. Website</li> <li>xiv. Website</li> <li>xv. Website</li> <li>xvi. Website</li> <li>xvii. Website</li> </ul>	<p>All 10p / photocopied sheet</p>	<ul style="list-style-type: none"> <li>i. Y-2015</li> <li>ii. Y-2014</li> <li>iii. Y-2014</li> <li>iv. Y-2015</li> <li>v. Y-2015</li> <li>vi. Y-2015</li> <li>vii. Y-2012</li> <li>viii. Y-2016</li> <li>ix. Y-2016</li> <li>x. Y-2015</li> <li>xi. Y-2015</li> <li>xii. Y-2014</li> <li>xiii. Y-2014</li> <li>xiv. Y-2014</li> <li>xv. Y- 2014</li> <li>xvi. Y-2016</li> <li>xvii. Y-2016</li> </ul>

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<b>Class 6 Information – Lists and Registers</b> Currently maintained lists and registers only (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)			
Asset register	Available by inspection only from office	N/A	
<b>Class 7 Information – 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. (Hard copy or website; some information may only be available by inspection)			
Extra-curricular activities	Website	Free	Activities tab
Out of school clubs	Website	Free	Activities > Clubs
School publications – BuGle, PTA Newsletters, School Council Web Page	Website & Social Media (Twitter & Facebook)	Free	Parent Information > Newsletters
Services for which the school is entitled to recover a fee, together with those fees	Letters (& See also Charging & Remissions Policy)	Free	
Leaflets booklets etc	Hard copy from office	Free	

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

*We will produce a free copy of documents if you do not have access to the website  
Those policies not yet available on the website can be accessed as hard copies from the office*

Burrough Green Primary School, Bradley Road, Burrough Green, Newmarket, Suffolk, CB8 9NH  
Telephone: 01638 507236

Website: <http://www.burroughgreen.com/School/schoolhome.htm>