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Information Commissioner's Office

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This following information is provided by Broad Oak Community Primary School under the model publication scheme:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

## Information available from **Broad Oak Community Primary School** under the model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>		
<p>Contact details for the school, postal and email address Where possible, named contacts with telephone number and email address</p>	<p>School website: <a href="http://www.broadoak.st-helens.sch.uk/">http://www.broadoak.st-helens.sch.uk/</a></p> <p>Or via hard copy in the school induction pack</p>	<p>Free</p>

Head teacher's contact details	School website: <a href="http://www.broadoak.st-helens.sch.uk/">http://www.broadoak.st-helens.sch.uk/</a> Or via hard copy in the school induction pack	Free
Who's who in the school	School website: <a href="http://www.broadoak.st-helens.sch.uk/">http://www.broadoak.st-helens.sch.uk/</a> Or via hard copy in the school induction pack	Free
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	School website: <a href="http://www.broadoak.st-helens.sch.uk/">http://www.broadoak.st-helens.sch.uk/</a> Or by contacting the school office in person/by phone or email <a href="mailto:broadoak@sthelens.org.uk">broadoak@sthelens.org.uk</a>	
Instrument of Government / Articles of Association	School website: <a href="http://www.broadoak.st-helens.sch.uk/">http://www.broadoak.st-helens.sch.uk/</a> Or by contacting the school office in person/by phone or email <a href="mailto:broadoak@sthelens.org.uk">broadoak@sthelens.org.uk</a>	
School Prospectus	Known as School Induction pack – available from the school office	
School session times and term dates	School website: <a href="http://www.broadoak.st-helens.sch.uk/">http://www.broadoak.st-helens.sch.uk/</a> Or via collection of a term date card from the office (distributed to all children annually)	

<b>Class 2 – What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum	<b>How you can obtain the information</b>	<b>Cost</b>
Annual budget and financial statements  Capital funding  Financial Audits reports  Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	School website via link to <a href="https://schools-financial-benchmarking.service.gov.uk/">https://schools-financial-benchmarking.service.gov.uk/</a>          Hard copy from the school office	Free
Staff pay policy and Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy from the school office	Photocopying and postage in line with charges at the end of this document.

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy from the school office	Photocopying and postage in line with charges at the end of this document.
Procurement and contracts we have entered into		
Details of any premiums we receive such as Pupil premium.	School website	Free

<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	<b>How you can obtain the information</b>	<b>Cost</b>
Latest reports from Ofsted Exam and assessment results Performance tables	School Website (details as earlier)	Free
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.		
School profile and performance data supplied to the English Government		
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	DPIA and H & S information as hard copy from school office  Equality information on the school website	Free

<p>Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)</p>	<p>Maintained Community School – LA admissions information published on school website</p>	<p>Free</p>
<p>Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.</p>	<p>Hard copy from school office</p>	<p>Photocopying and postage in line with charges at the end of this document.</p>

<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only	<b>How you can obtain the information</b>	<b>Cost</b>
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Statutory policies published on website other policies available in hard copy	Photocopying and postage in line with charges at the end of this document.
Safeguarding and child protection, including protecting children’s personal data	School website	Free
Equality and Diversity		



Policies and procedures relating to recruitment and human resources	Hard copy from school office	Photocopying and postage in line with charges at the end of this document.
Special educational needs	School website Hard copies from school office	
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School website Hard copies from school office	
Pay Policy	Hard copies from school office	
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	Some data protection information can be found on school website	
Charging regimes and policies	School website	Free

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)	<b>How you can obtain the information</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	School website	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	On request by inspection	Free
Disclosure logs, ie information provided in response to FOIA/EIR requests		
Asset register and Information Asset register		
Any information we are currently legally required to hold in publicly available registers		

<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	<b>How you can obtain the information</b>	<b>Cost</b>
Extra-curricular activities	School website  Hard copies from school office	Free  Photocopying and postage in line with charges at the end of this document.
Out of school clubs		
Services for which we are entitled to recover a fee, together with those fees		
Requests for paper copies of information		
Our publications, leaflets, books and newsletters		

## Schedule of charges

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 3p per sheet (black & white)	Actual cost *
	Photocopying @ 4p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred