



## **Broadfield Primary School**

### **Freedom of Information Publication Scheme**

<b>Approved Date 15<sup>th</sup> June 2017</b>
<b>Approved By School</b>
<b>Review Date 15<sup>th</sup> June 2019</b>

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this Broadfield Primary must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The Governing Body is responsible for maintenance of this scheme.

#### **How to request information**

Many of the documents are available on our website. You will find our website at [www.broadfield.oldham.sch.uk](http://www.broadfield.oldham.sch.uk)

If you require a paper version of any of the documents within the scheme, please contact the School Business Manager. Contact details are set out below

**Tel: 0161 665 3030**

**Contact Address: Broadfield Primary School, Goddard Street, Oldham, OL81LH**

To help us process your request quickly, please clearly mark any correspondence

#### **“PUBLICATION SCHEME REQUEST”**

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 Business Manager to ask if we have it.

## Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Where there is a charge this will be indicated below in the description box.

A charge of £25 per hour for the work involved in meeting requests over and above those listed here will be at the discretion of the school.

## Timescales

Broadfield Primary School will respond to requests for information within 20 working days. All requests will be actioned. We shall let you know if we hold the information, if we are able to disclose the information and we shall let you know how, when at what cost we shall provide the information to you. school is closed

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> This will be current information only		
Who's who in the school	Website	No Charge
Who's who on the governing body / board of governors and the basis of their appointment	Website	No Charge
Instrument of Government / Articles of Association	Website	No Charge
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	No Charge
School prospectus (if any)	No school prospectus – information available on Website	No Charge
Annual Report (if any)	Not Applicable	No Charge
Staffing structure	Website	No Charge
School session times and term dates	Website	No Charge

Address of school and contact details, including email address.	Website	No Charge
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard /Electronic Copy available from School Business Manager	<p>10p per copied page</p> <p>Postage as per Royal Mail recorded delivery charges</p>
Capital funding	Hard /Electronic Copy available from School Business Manager	<p>10p per copied page</p> <p>Postage as per Royal Mail recorded delivery charges</p>
Financial audit reports	Hard /Electronic Copy available from School Business Manager	<p>10p per copied page</p> <p>Postage as per Royal Mail recorded delivery charges</p>
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard /Electronic Copy available from School Business Manager	<p>10p per copied page</p> <p>Postage as per Royal Mail recorded delivery charges</p>
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 /Electronic Copy available from School Business Manager	<p>10p per copied page</p> <p>Postage as per Royal Mail recorded delivery charges</p>

Pay policy	Hard /Electronic Copy available from School Business Manager	10p per copied page  Postage as per Royal Mail recorded delivery charges
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 /Electronic Copy available from School Business Manager	10p per copied page  Postage as per Royal Mail recorded delivery charges
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 /Electronic Copy available from School Business Manager	10p per copied page  Postage as per Royal Mail recorded delivery charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard /Electronic Copy available from School Business Manager	10p per copied page  Postage as per Royal Mail recorded delivery charges
<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	(hard copy or website)	
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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Performance Data available on website and on RaiseOnline website  Ofsted report link on main website	No Charge

<ul style="list-style-type: none"> <li>Post-inspection action plan</li> </ul>		
Performance management policy and procedures adopted by the governing body.	Hard /Electronic Copy available from School Business Manager	10p per copied page  Postage as per Royal Mail recorded delivery charges
Performance data or a direct link to it	Website	No Charge
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	No Charge
Safeguarding and child protection	Website	No Charge
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard /Electronic Copy available from School Business Manager	10p per copied page  Postage as per Royal Mail recorded delivery charges
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 /Electronic Copy available from School Business Manager	10p per copied page  Postage as per Royal Mail recorded delivery charges
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		

<p>Current information only.</p> <p>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, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <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>	<p>Hard /Electronic Copy available from School Business Manager</p>	<p>10p per copied page</p> <p>Postage as per Royal Mail recorded delivery charges</p>
<p>Charging regimes and policies.</p> <p>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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>Website</p>	<p>No Charge</p>
<p><b>Class 6 – Lists and Registers</b></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>Curriculum circulars and statutory instruments</p>	<p>Hard /Electronic Copy available from School Business Manager</p>	<p>10p per copied page</p> <p>Postage as per Royal Mail recorded</p>

		delivery charges
Disclosure logs	Hard /Electronic Copy available from School Business Manager	10p per copied page Postage as per Royal Mail recorded delivery charges
Asset register	Hard /Electronic Copy available from School Business Manager	10p per copied page Postage as per Royal Mail recorded delivery charges
Any information the school is currently legally required to hold in publicly available registers	Hard /Electronic Copy available from School Business Manager	10p per copied page Postage as per Royal Mail recorded delivery charges
<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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	No Charge
Out of school clubs	Website	No Charge
Services for which the school is entitled to recover a fee, together with those fees	Hard /Electronic Copy available from School Business Manager	10p per copied page Postage as per Royal Mail recorded delivery charges
School publications, leaflets, books and newsletters	Website	No Charge

