



Beeston Primary School

Guide to the information available from Beeston Primary School under the model publication scheme

<i>Date agreed by Governing Body</i>	February 2021
<i>Review date</i>	February 2024 (In line with FOI Policy)
<i>Person(s) responsible for this policy</i>	Jessica Oxley

Information to be published	How the information can be obtained
Class 1- Who we are and what we do Organisational information, structures, locations and contacts. This will be current information only.	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Governance	Website
Contact details for the Headteacher and for the Governing Body <i>Named contacts where possible with contact number and email address (if used)</i>	Website / Hard copy from the school office
School Prospectus	We are currently working on our new prospectus- all relevant information in the meantime can be found on the school website: http://www.beestonprimaryschool.co.uk
Staffing Structure	Website / Hard copy from the school office
School session times and term dates	Website / Welcome pack
Address of school and contact details, including email address	Website

Information to be published	How the information can be obtained
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- Contact the school office
Capitalised Funding	Hard copy- Contact the school office
Financial Audit Reports	Hard copy- Contact the school office
Details of expenditure items over £2000	Hard copy- Contact the school office
Procurement and projects	Hard copy- Contact the school office
Pay policy	Hard copy- Contact the school office
Staffing and grading structure	Hard copy- Contact the school office
Governors' Allowance	Hard copy- Contact the school office

Information to be published	How the information can be obtained
Class 3- What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.	
Performance management policy and procedures adopted by the governing body	Hard copy- Contact the school office
Schools future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy- Contact the school office No current plans to change status in place
Ofsted Report	Website
Safeguarding and Child Protection	Website / Hard copy- Contact the school office

Information to be published	How the information can be obtained
Class 4- How we make decisions Decision making processes and records of decisions. Current and previous three years as a minimum.	
Admission policy/decisions (not individual admission decisions)	Website / Hard copy- Contact the school office
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 the school office

Information to be published	How the information can be obtained
Class 5- Our policies and procedures Current written protocols, policies and procedures for delivering our service and responsibilities. Current information only.	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies 	Website / Hard copy- Contact the school office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Special educational needs • Collective worship • Pupil behaviour 	Website / Hard copy- Contact the school office

Information to be published	How the information can be obtained
Class 6- Lists and Registers	
Currently maintained lists and registers only- this does not include the attendance register. Some information may only be available by inspection.	
Asset Register	Hard copy- Contact the school office
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Contact the school office

Information to be published	How the information can be obtained
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.	
Extra-Curricular Activities / After School Clubs	Website / Hard copy- Contact the school office
School publications, leaflets, books and newsletters	Website / Hard copy- Contact the school office

Schedule of Charges		
This describes how the charges have been arrived at and should be published as part of the guide		
Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing @ 4p per sheet (black and white)	Actual cost 0.26p per sheet
	Photocopying/printing @ 8p per sheet (colour)	Actual cost 2.6p per sheet
	Postage	Actual cost of Royal Mail standard 1 st or 2 nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act.	The actual cost incurred by the public authority