

Freedom of Information

Guide to information available from Barton Primary School and Early Years Centre under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	School Brochure & Website	---
Who's who on the governing body and the basis of their appointment	School Brochure & Website	---
Instrument of Government	School Office	
Contact details for the Head teacher and for the governing body	Head Teacher. Mrs K Wales Contact through School Office. School Governors. All governors can be contacted via the school office or the Clerk to Governors, C. Bailey, on Tel. 551412 or email carole.clerkbaron@gmail.com	
School Brochure	School Office & Website	

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Annual Report		
Staffing structure	School Brochure & Website	
School session times and term dates	School Brochure & Website	
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	(hard copy and/or website)	
Annual budget plan and financial statements	-	
Capitalised funding	-	
Additional funding	-	
Procurement and projects	-	
Pay policy	Office file(view only) Website Hard copy	Free. Free 10p per sheet
Staffing and grading structure	Office file (view only)	
Governors' allowances	N/A	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>- Eduwight website Ofsted website & hard copy</p>	<p>10p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Office files (view only) Website Hard Copy</p>	<p>Free Free 10p per sheet</p>
<p>Schools future plans</p>	<p>-</p>	
<p>Every Child Matters – policies and procedures</p>	<p>Office files (view only) Website Hard copy</p>	<p>Free Free 10p per sheet</p>

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions)</p>	Local Authority	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	Office files (view only) Hard Copy	Free. 10p per sheet
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	Office Files (view only) Hard Copy	Free. 10p per sheet

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality, Diversity and Community Cohesion Policy • Staff recruitment policies 	<p>Office files (view only) Website Hard copy</p>	<p>Free Free 10p per sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Collective worship 	<p>Office files (view only) Website Hard Copy</p>	<p>Free Free 10p per sheet</p>

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<ul style="list-style-type: none"> • Careers education • Pupil discipline 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Office files (View Only) Hard Copy</p> <p>Local Authority Policy</p>	<p>Free 10p per sheet</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>Office files (View Only) Website Hard Copy</p>	<p>Free Free 10p per sheet</p>

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	DCSF website	
Disclosure logs	Office	
Asset register	Local Authority	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	None	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website, School Brochure, Newsletters</p>	
<p>Out of school clubs</p>	<p>Website, School Brochure, Newsletters</p>	
<p>School publications</p>	<p>Website, School Brochure, Newsletters and FIZZ</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Local Papers. Noticeboards</p>	
<p>Leaflets books and newsletters</p>	<p>Website, Paper copies weekly to parents / carers</p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	<p>None</p>	

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Contact details:

Head Teacher: Mrs K Wales.

Barton Primary School & Early Years Centre. Green Street. Newport. Isle of Wight. PO30 2AN

Tel. & Fax (01983) 522469 email bartonprimary@tiscali.co.uk

Governors: Contact through school office or:

Clerk to Governing Body: Miss C Bailey. Tel. 551412 email carole.clerkbarton@gmail.com

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 13p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority