

Freedom of Information

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

Information to be published. This includes datasets where applicable – please see "How to complete the Guide to Information".	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	www.bgpschool.kent.sch.uk School Office	Free
Who's who in the school	www.bgpschool.kent.sch.uk School Office	Free
Who's who on the governing body and the basis of their appointment	www.bgpschool.kent.sch.uk clerk@bgpschool.kent.sch.uk	Free
Instrument of Government	clerk@bgpschool.kent.sch.uk	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	www.bgpschool.kent.sch.uk	Free

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School prospectus (if any)	www.bgpschool.kent.sch.uk School Office	Free
Annual Report (if any)	N/A	
Staffing structure	School Office	Free
School session times and term dates	www.bgpschool.kent.sch.uk School Office	Free
Address of school and contact details, including email address.	www.bgpschool.kent.sch.uk School Office	Free
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	School Office	Free

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Capital funding	School Office	Free
Financial audit reports	School Office	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	School Office	Free
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).	School Office	Free
Pay policy	School Office	Free
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.	School Office	Free

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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.	School Office	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School Office	Free
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	(hard copy or website)	
School profile (if any) And in all cases: <ul style="list-style-type: none">Performance data supplied to the English Government, or	www.bgpschool.kent.sch.uk www.reports.ofsted.gov.uk	Free

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<p>a direct link to the data</p> <ul style="list-style-type: none"> The latest Ofsted <ul style="list-style-type: none"> Summary Full report Post-inspection action plan 	School Office	
Performance management policy and procedures adopted by the governing body.	School Office	Free
Performance data or a direct link to it	www.bgpschool.kent.sch.uk School Office	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	www.bgpschool.kent.sch.uk School Office	Free
Safeguarding and child protection	www.bgpschool.kent.sch.uk School Office	

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	www.bgpschool.kent.sch.uk School Office	Free
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).	School office	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. 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	(hard copy or website)	

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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.		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	School Office	Free
Charging regimes and policies. 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.	www.bgpschool.kent.sch.uk School Office	Free

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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	By inspection	Free
Disclosure logs	By inspection	Free
Asset register	By inspection	Free
Any information the school is currently legally required to hold in publicly available registers	School Office	Free
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	(hard copy or website; some information may only be available by inspection)	

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Extra-curricular activities	School Office	Free
Out of school clubs	School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	By Inspection	Free
School publications, leaflets, books and newsletters	School Office	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Absence and Ill Health (staff) Policy		
Accessibility Plan		
Admissions Policy		
Allegations against Staff Policy		
Appraisal Policy		
Assessment Policy	www.bgpschool.kent.sch.uk	

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Next review no later than 10/2025

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	School Office	
Attendance Policy	www.bgpschool.kent.sch.uk School Office	
Behaviour and Discipline Policy	www.bgpschool.kent.sch.uk School Office	
Behaviour Written statement	www.bgpschool.kent.sch.uk School Office	
Capability of Staff Policy	School Office	
Code of Conduct for Employees	School Office	
Code of Practice for Governors	School Office	
Complaints Policy	www.bgpschool.kent.sch.uk School Office	
Discipline, Conduct and Grievance Policy	School Office	
Drug Education and Drug Incident and Prohibited Items Management	www.bgpschool.kent.sch.uk School Office	
Educational Visits/Outdoor Learning Policy	www.bgpschool.kent.sch.uk School Office	
Equality Information and objectives	www.bgpschool.kent.sch.uk School Office	
Finance Policy		

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GDPR Data Protection	www.bgpschool.kent.sch.uk School Office	
GDPR Privacy Statement	www.bgpschool.kent.sch.uk School Office	
GDPR Workforce Privacy Statement	School Office	
Governor Allowances	School Office	
Governor Visits Policy	School Office	
Health and Safety Policy	www.bgpschool.kent.sch.uk School Office	
Home School Agreement	www.bgpschool.kent.sch.uk School Office	
Modern Foreign Languages Policy	www.bgpschool.kent.sch.uk School Office	
Marking and Feedback Policy	www.bgpschool.kent.sch.uk School Office	
On-line safety Policy	www.bgpschool.kent.sch.uk School Office	
Redundancy and Restructure Policy	School Office	
Safeguarding/Child Protection	www.bgpschool.kent.sch.uk School Office	

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SEND	www.bgpschool.kent.sch.uk School Office	
Sex and Relationships Education	www.bgpschool.kent.sch.uk School Office	
Special Leave	School Office	
Supporting children with medical conditions Policy	www.bgpschool.kent.sch.uk School Office	
Teaching and Learning Policy	www.bgpschool.kent.sch.uk School Office	
Volunteers in School Policy	www.bgpschool.kent.sch.uk School Office	
Whistleblowing Policy	www.bgpschool.kent.sch.uk School Office	
Worship Policy	www.bgpschool.kent.sch.uk School Office	

SCHEDULE OF CHARGES

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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p 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)

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Other		
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* the actual cost incurred by the public authority