

Freedom of Information Act 2000

Information available from **Borough Green 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
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only	(hard copy and/or website)	
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	www.bgpschool.kent.sch.uk School Office	Free
Head teacher's contact details	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 / board of governors and selection criteria for appointment Governing body's contact details	www.bgpschool.kent.sch.uk clerk@bgpschool.kent.sch.uk	Free

Instrument of Government / Articles of Association	clerk@bgpschool.kent.sch.uk	Free
School prospectus	www.bgpschool.kent.sch.uk School Office	Free
School session times and term dates	www.bgpschool.kent.sch.uk School Office	Free
Class 2 – What we spend and how we spend it Financial information about 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 and financial statements	School Office	Free
Capital funding	School Office	Free
Financial Audits reports	School Office	Free
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	School Office	Free
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	School Office	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	School Office	Free

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	School Office	Free
Procurement and contracts we have entered into	School Office	Free
Details of any premiums we receive such as Pupil premium.	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)	
Annual Report	N/A	
Latest reports from regulators – Ofsted - Summary - Full report - Post-inspection action plan	www.bgpschool.kent.sch.uk www.reports.ofsted.gov.uk School Office	Free
Exam and assessment results	School Office	Free
Performance tables	www.bgpschool.kent.sch.uk School Office	Free
Careers programme information	N/A	
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	School Office	Free

School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	www.bgpschool.kent.sch.uk School Office	Free
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	School Office	Free
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 and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	www.bgpschool.kent.sch.uk School Office	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	School Office	Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	www.bgpschool.kent.sch.uk School Office	Free
Safeguarding and child protection, including protecting children’s personal data	www.bgpschool.kent.sch.uk School Office	Free

Equality and Diversity	School Office	Free
Policies and procedures relating to recruitment and human resources	School Office	Free
Special educational needs	School Office	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School Office	Free
Pay Policy	School Office	Free
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	School Office	Free
Charging regimes and policies	School Office	Free
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	School Office	Free

CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	By Inspection	Free
Disclosure logs, ie information provided in response to FOIA/EIR requests	By Inspection	Free
Asset register and Information Asset register	By Inspection	Free
Any information we are 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)	
Extra-curricular activities	School Office	Free
Out of school/academy clubs	School Office	Free
Services for which we are entitled to recover a fee, together with those fees	By Inspection	Free
Requests for paper copies of information	School Office	Free
Our publications, leaflets, books and newsletters	School Office	Free
Additional Information Any information that is not itemised in the lists above		

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

* the actual cost incurred