# Belton Lane Primary School

# Freedom of Information Guidance 2019



The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

* public authorities are obliged to publish certain information about their activities; and
* members of the public are entitled to request information from public

 authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland and by UK- wide public authorities based in Scotland. Information held by Scottish public author own Freedom of Information (Scotland) Act 2002.

Public authorities include government departments, local authorities, the NHS, state schools and police forces. However, the Act does not necessarily cover every organisation that receives public money. For example, it does not cover some charities that receive grants and certain private sector organisations that perform public functions.

Recorded information includes printed documents, computer files, letters, emails, photographs and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.

Guide to information available from BELTON LANE PRIMARY SCHOOL under the model publication scheme

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| **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 | Prospectus/website /hard copy | FOC or copying cost . Postage ifapplicable. |
|  | Prospectus/ website /hard copy | FOC or copyingcost . Postage if applicable. |
|  | Prospectus/website /hard copy | FOC or copying cost . Postage ifapplicable. |
| Instrument of Government | From school office | Copying cost and postage ifapplicable. |
| Contact details for the Head teacher and for the governing body via the school (named contacts where possible) | Prospectus/website/school office | FOC or copyingcost . Postage if applicable. |
| School prospectus | Website/school office | FOC or copying cost . Postage ifapplicable. |
| Staffing structure | Prospectus/website/office | FOC or copying cost . Postage ifapplicable. |
| School session times and term dates | Prospectus/website/office | FOC or copying |

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|  |  | cost . Postage ifapplicable. |
| Address of school and contact details, including email address | Prospectus/website/office | FOC or copyingcost . Postage if applicable. |
| **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 two financial year as a minimum should be available | School Business Manager / Head teacher / School Office / DfE benchmarking website | FOC or copying cost . Postage if applicable. |
| Annual budget plan and financial statements | School Business Manager/ Head teacher/Clerk to Governors | Copying cost . Postage ifapplicable. |
| Capital funding | School Business Manager/Head teacher/benchmarking website | FOC or copying cost . Postage ifapplicable. |
| Financial audit reports | School Business Manager/Head teacher | Copying cost.Postage if applicable. |
| Details of expenditure items over £ 2000 published at least annually but at a more frequent quarterly or six - monthly interval where practical. | School Business Manager/Head teacher | Copying cost. Postage ifapplicable. |
| Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has doneso on its behalf (for example, a local authority or diocese) | School Business Manager/Head teacher | Copying cost. Postage ifapplicable. |
| Pay Policy | School Business Manager/Headteacher | Copying cost.Postage if |

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|  |  | applicable. |
| Staff allowances and expenses that can be incurred or c laimed, 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 Business Manager/Head teacher  | Copying cost. Postage if applicable. |
| 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, bysalary range. | School Busi ness Manager/Head teacher  | Copying cost. Postage if applicable. |
| total payments made to individual Governors. | School Business Manager/Head teacher | Copying cost. Postage ifapplicable. |
| **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 | Prospectus/website/ SIP/SEF/ parent surveys/Ofstedreport/School Office | FOC or copying cost . Postage if applicable. |
| School profile* Government supplied performance data
* The latest Ofsted report
* Post - inspection action plan
 | Prospectus/website/School Office/benchmarkingwebsite/ Ofsted website/ Ofstedreport/Head teacher | FOC or copying cost . Postage if applicable. |
| Performance management policy and procedures adopted by the governing body. | Head teacher/Clerk to Governors | FOC or copying cost . Postage ifapplicable. |
| Performance data or a direct link to it | Head teacher/Senior Teacher | FOC or copyingcost . Postage if |

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|  |  | applicable. |
| The school s future plans ; for example, proposals for and any consultation on the future of the school, such as a change in status | Head teacher/S IP/SEF | FOC or copying cost . Postage ifapplicable. |
| Safeguarding and Child Protection | Website/ Head teacher (DSL)/Senior Teacher/SEN DCO | FOC or copying cost . Postage ifapplicable. |
| **Class 4 How we make decisions**(Decision making processes and records of decisions)Current and previous three years as a minimum | Governors minutes in office /on computer. Head teacher/Clerk to Governors | FOC or copying cost . Postage if applicable. |
| Admissions policy/decisions (not individual admission decisions) where applicable | Prospectus/website /LCC | FOC or copying cost . Postage ifapplicable. |
| Agendas and minutes of meetings of the governing body and its committees . (NB this will exclude information that is properly regardedas private to the meetings). | Website/ School Office/ Head teacher/ Clerk to Governors | FOC or copying cost. Postage ifapplicable. |
| Minutes of meetings (as above) Please note that this will exclude information that is properly regarded as private to the meetings. | Website/ School Office/Clerk to Governors/loft | FOC or copyingcost. Postage if applicable. |
| **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 documentsthat the school is required to have by statute or by its funding agreement or equivalent, or by the government. These will include | School Office or website | FOC or copying cost. Postage if applicable. |

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| policies and procedures for handling information requests. |  |  |
| Records management and personal data policies, including:* Information security policies
* Records retention, destruction and archive policies
* Data protection (including information sharing policies)
 | School Office or website | FOC or copying cost. Postage if applicable. |
| Charging regimes and policies.This should include details of any statutory charging regimes. Charging policies should include charges made for information routinelypublished. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.If the school charges a fee for re - licensing the use of datasets, it should | School Office or website. | FOC or copying cost. Postage if applicable.Fee for datasets to be agreed at time of request. |
| **Class 6 Lists and Registers**Currently maintained lists and registers only (this does not include the attendance register) | School Office | Copying cost. Postage if applicable . |
| Curriculum circulars and statutory instruments | Website/ | FOC or copyingcost. Postage if applicable. |
| Disclosure logs | School Office | Copying cost.Postage if applicable . |
| Asset register | School Office | Copying cost.Postage if applicable . |



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| Any information the school is currently legally required to hold in publicly available registers . | School Office | Copying cost . Postage ifapplicable . |
| **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 | Reception area/school office / website | FOC |
| Breakfast Club | School Offi ce/website | FOC |
| SCITT | Website/UCAS | FOC |
| Training courses | School Office/website | FOC |
| Services for which the school is entitled to recover a fee, together withthose fees (lettings as per LCC charges) | School Office /website | FOC |
| School publications, leaflets , booklets and newsletters | Reception Area/SchoolOffice /website | FOC |
| **Additional Information**This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |  |

**Contact details:**

**Mrs Rawlinson - School Administrator**

Belton Lane Community Primary School

Green Lane
Grantham
Lincolnshire
NG31 9PP

**Tel:** 01476 400520
**Email:** admin@belton-lane.lincs.sch.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying /printing @ 5p per sheet (black &white) | Actual cost 0.0035p |
|  | Photocopying /printing@ 5p per sheet (colour) | Actual cost 0.0320p |
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|  | Postage | Actual cost of RoyalMail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actualstatute) |
| **Other** |  |  |

\* the actual cost incurred by the public authority