



## Guide to information available from Brentry Primary School

### **Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

Current information only

Information - item	Available from	Cost
Who's who in the school - our staff	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free  10p per page
Instrument of Government	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	10p per page
Who's who on the governing body -our governors and their roles	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free  10p per page

Information - item	Available from	Cost
Contact details for the Head teacher and for the Chair of Governors	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free  10p per page
Annual Report	Hard copy: available upon request - please contact school	10p per page
Staffing structure	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	10p per page
School session times and term dates	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free  10p per page
Address of school and contact details, including email address.	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free  10p per page

**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

Information - item	Available from	Cost
Annual budget plan and financial statements	Hard copy: available upon request - please contact school	10p per page
Capital funding		
Financial audit reports		
Details of expenditure items over £2000		
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).		
Pay policy		
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.		
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.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		

<b>Class 3 – Our priorities and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Information - item	Available from	Cost
The latest Ofsted Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul>	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free   10p per page
School Development Plan	Hard copy: available upon request - please contact school	10p per page
Appraisal policy and procedures adopted by the governing body.	Hard copy: available upon request - please contact school	10p per page
Performance data or a direct link to it	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free  10p per page

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - please contact school	10p per page
Safeguarding and child protection policies	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free    10p per page

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Information - item	Available from	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free   10p per page
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: available upon request - please contact school	10p per page

**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 English government. These will include policies and procedures for handling information requests.

Information - item	Available from	Cost
--------------------	----------------	------

Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention, destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free  10p per page
Charging regimes and policies.	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free  10p per page

**Class 6 – Lists and Registers**

Currently maintained lists and registers only (this does not include the attendance register).

Information - item	Available from	Cost
--------------------	----------------	------

Any information the school is currently legally required to hold in publicly available registers	Hard copy: available upon request - please contact school	10p per page
--	---	--------------

**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)

Information - item	Available from	Cost
Extra-curricular activities	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free   10p per page

Breakfast Club	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free   10p per page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available upon request - please contact school	10p per page
School newsletters	Website: <a href="https://www.brentryprimaryschool.org.uk/">https://www.brentryprimaryschool.org.uk/</a>  Hard copy: available upon request - please contact school	Free   10p per page

### Schedule of Charges

Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost **
	Photocopying/printing @ 20p per sheet (colour)	Actual cost **
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



<b>Statutory Fee</b>	Public Authorities may charge where the cost of compliance with a request exceeds the appropriate limit.	In accordance with the relevant legislation <a href="https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf">https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf</a>
----------------------	--	--