

Freedom of Information

Guide to information available from **Boldon 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
<i>Class 1- Who we are and what we do</i>		
Who’s who in the school	School Website	
Who’s who on the governing body / board of governors and the basis of their appointment	School Website	
Instrument of Government / Articles of Association	School Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website	
School prospectus (if any)	School Website	
Annual Report (if any)	Not Applicable	
Staffing structure	Contact School via Head Teacher’s PA	
School session times and term dates	School Website	
Address of school and contact details, including email address.	School Website	

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<i>Class 2- What we spend and how we spend it</i>		
Annual budget plan and financial statements	Contact School via Head Teacher’s PA	
Capital Funding	Contact School via Head Teacher’s PA	
Financial audit reports	Contact School via Head Teacher’s PA	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact School via Head Teacher’s PA	
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).	Contact School via Head Teacher’s PA	
Pay policy	Contact School via Head Teacher’s PA	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff	Contact School via Head Teacher’s PA	

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.	Contact School via Head Teacher's PA	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Contact School via Head Teacher's PA	

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<i>Class 3- What our priorities are and how we are doing</i>		
School profile (if any) And in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School Website	
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report Post-inspection action plan	School Website	
Performance management policy and procedures adopted by the governing body.	Contact School via Head Teacher's PA	
Performance data or a direct link to it	School Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact School via Head Teacher's PA	
Safeguarding and child protection	School Website	

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<i>Class 4- How do we make decisions.</i>		
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website	
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).	Contact School via Head Teacher's PA	

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<i>Class 5- Our policies and procedures</i>		
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	Contact School via Head Teacher’s PA	
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	School Website	

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<i>Class 6- Lists and Registers</i>		
Curriculum circulars and statutory instruments	School Website	
Disclosure logs	Contact School via Head Teacher’s PA	
Asset register	Contact School via Head Teacher’s PA	
Any information the school is currently legally required to hold in publicly available registers	Contact School via Head Teacher’s PA	

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<i>Class 7- The Services we offer</i>		
Extra-curricular activities	School Website	
Out of school clubs	Not Applicable	
Services for which the school is entitled to recover a fee, together with those fees	Contact School via Head Teacher’s PA	
School publications, leaflets, books and newsletters	School Website	

Schedule of Charges

Type of charge	Description –	Basis of Charge
Any printed documents	Printing	Cost of paper and printing
Any Photocopying		Cost of photocopying and paper costs.
Any postage		Cost of posting (stamps, envelopes etc)