

Freedom of Information

Guide to information available from St Barnabas CE Primary School under the model publication scheme

*Hard copies – available from the office on request

*School website: www.stbarnabasprimary@york.gov.uk

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	Website and hard copy	Free
Who's who in the school	Website, hard copy Photo board in school	Free
Who's who on the governing body and the basis of their appointment	Website and hard copy	Free
Instrument of Government	Hard copy	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website and hard copy	Free
School prospectus	Website and hard copy	Free
Annual Report	n/a	
Staffing structure	Hard copy	
School session times	Website and hard copy (via prospectus)	Free
Term dates	Website and hard copy	Free

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy	Free
Capitalised funding	Hard copy	Free
Additional funding	Hard copy	Free
Procurement and projects	Hard copy	Free
Pay policy	Hard copy	Free
Staffing and grading structure	Hard copy	Free
Governors' allowances	Hard copy	Free
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website and hard copy	
Performance management policy and procedures adopted by the governing body.	Hard copy	
Schools future plans	Hard copy	
Every Child Matters – policies and procedures	Website or hard copies	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>		

Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website and hard copy	
Agendas of meetings of the governing body and its sub-committees	Hard copy	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	FGB minutes – website and hard copy Committees – hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies (via single equalities policy) • Staff recruitment policies 	Website or hard copy	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality (via single equalities policy) 	Website or hard copy	

<ul style="list-style-type: none"> • Collective worship • Careers education • Pupil discipline (behaviour) 		
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) 	Website or hard copy	
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.	Website or hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website and hard copy	
Disclosure logs	Hard copy for inspection	
Asset register	Hard copy for inspection	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Website or hard copy	
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		
Extra-curricular activities	Website (via newsletters) and hard copy	

Out of school clubs	Website (via newsletters) and hard copy	
School publications	Website or hard copy	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets books and newsletters	Website or hard copy	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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