

## Freedom of Information: Guide to information available from Barford St Peter's C of E (VA) School under the Model Publication Scheme

Information to be published	How the information can be obtained (see Note 1 for costs)
<b>Class 1 - Who we are and what we do</b> Current organisational information, structures, locations and contacts	
Who's who in the school	<a href="http://www.barfordschool.org/About-us/Staff">www.barfordschool.org/About-us/Staff</a>
Who's who on the governing body and the basis of their appointment	<a href="http://www.barfordschool.org/About-us/School-Governing-Body">www.barfordschool.org/About-us/School-Governing-Body</a>
Instrument of Government	<a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a> School Office
Contact details for the Head Teacher and for the governing body	<a href="http://www.barfordschool.org">www.barfordschool.org</a> School Office
School prospectus	<a href="http://www.barfordschool.org">www.barfordschool.org</a> School Office
Staffing structure	<a href="https://www.barfordschool.org/About-us/Staff">https://www.barfordschool.org/About-us/Staff</a>
School session times and term dates	<a href="http://www.barfordschool.org/School-Information/Daily-Routine">www.barfordschool.org/School-Information/Daily-Routine</a> <a href="http://www.barfordschool.org/About-us/Warwickshire-School-Term-and-Holiday-Dates-201415">www.barfordschool.org/About-us/Warwickshire-School-Term-and-Holiday-Dates-201415</a> School Office
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit - current and previous financial year	
Annual budget plan and financial statements	School Office
Capitalised funding	School Office
Additional funding	School Office
Procurement and projects	School office: WCC Contract Standing Orders
Pay policy	School Office
Staffing and grading structure	School Office
Governors' allowances	<a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a>

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) (hard copy or website) Current information as a minimum	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report                             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<a href="http://www.gov.uk/school-performance-tables">www.gov.uk/school-performance-tables</a> <a href="http://www.barfordschool.org/Statutory-Information/Latest-Inspection-Report">www.barfordschool.org/Statutory-Information/Latest-Inspection-Report</a>
Performance management policy and procedures adopted by the governing body.	<a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a> School Office
Schools future plans	Website – Strategic plan to be added... School Office
Every Child Matters – policies and procedures	See BSP's Safeguarding policy <a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a>
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions (Current and previous three years as a minimum - hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	For current and next year: <a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a> For previous years, refer to School Office
Agendas of meetings of the governing body and (if held) its sub-committees	All minutes and papers for school committees are available in the School Office
Minutes of meetings (as above) – Please note this will exclude information that is properly regarded as private to the meetings.	for inspection.

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints policy and guidance</li> <li>• Staff discipline</li> <li>• Freedom of Information policy</li> <li>• Inclusion</li> <li>• Staff recruitment (safer Recruitment policy)</li> <li>• Staffing structure implementation plan</li> </ul>	) ) ) ) <a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a> ) ) ) On application to the School Office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement (Reception &amp; KS1, KS2, Y6)</li> <li>• Curriculum</li> <li>• Sex and relationships education</li> <li>• Special educational needs (see Inclusion Policy)</li> <li>• Disability Accessibility Plan</li> <li>• Race equality (see Inclusion Policy)</li> <li>• Collective Worship</li> <li>• School Behaviour</li> </ul>	) ) ) ) <a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a> ) ) ) )
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information Security Policy</li> <li>• Data Protection Policy (including information sharing, records retention/destruction and archive policies)</li> <li>• Confidentiality Policy</li> </ul>	) ) <a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a> ) )

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Charging regimes and policies <ul style="list-style-type: none"> <li>• Parent Pay Information</li> <li>• Charging and Remissions Policy</li> <li>• Receipt &amp; Collection of Money</li> </ul>	<a href="http://www.barfordschool.org/School-Information/Parent-Pay-Online-Payment-service-for-Parents">www.barfordschool.org/School-Information/Parent-Pay-Online-Payment-service-for-Parents</a> <a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a>
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<a href="http://www.barfordschool.org/School-Information/Curriculum">www.barfordschool.org/School-Information/Curriculum</a> <a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a>
Whistleblowing policy	<a href="http://www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2">www.barfordschool.org/Statutory-Information/Procedures-and-Policies-2</a> For access to disclosure logs, please see School Office
<b>Class 7 – The services we offer</b> 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	<a href="http://www.barfordschool.org/School-Information">www.barfordschool.org/School-Information</a>
Out of school clubs	<a href="http://www.barfordschool.org/School-Information/Extra-Curricular-Clubs">www.barfordschool.org/School-Information/Extra-Curricular-Clubs</a>
School publications	<a href="http://www.barfordschool.org/About-us/Newsletters">www.barfordschool.org/About-us/Newsletters</a>
Leaflets, books and newsletters	For newsletters: <a href="http://www.barfordschool.org/About-us/Newsletters">www.barfordschool.org/About-us/Newsletters</a> For other information please contact the School Office

**Contact details: School Office**  
**Barford St Peter's C of E (VA) Primary School**  
**Church Street, Barford,**  
**Warwick, CV35 8EW**

**Telephone: 01926 624244**  
**Email: admin3587@we-learn.com**

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## **Note 1: SCHEDULE OF CHARGES AND BASIS OF CHARGING**

Charges will be levied for costs incurred by the School in providing information as follows:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Policy Reviewed: May 2019

Date of Next Review: May 2024