

Data Publication Scheme

Guide to information available from James Brindley Community Primary School under the publication scheme

Information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form. You can request this information from the school secretary.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Data Publication Scheme

Guide to information available from James Brindley Community Primary School under the publication scheme

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: jamesbrindley.primaryschool@salford.gov.uk

Tel: 0161 790 8050

Contact Address: Parr Fold Avenue, Salford, Manchester. M28 7HE

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the description box.

Data Publication Scheme

Guide to information available from James Brindley Community Primary School under the publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p><u>The Aims of the School are:</u> -</p> <ul style="list-style-type: none"> • To deliver a broad and balanced curriculum to all abilities which introduces children to a wide range of skills, knowledge and understanding • To enable children to maximise their potential and develop their self confidence and esteem • To create a secure, caring and supportive environment grounded in moral and spiritual development • To encourage respect and care for others whilst providing opportunities for children to display their talents 		<p>A £2 charge will be made for all photocopied documents</p>
<p>Who's who in the school</p>	<p>Website: School Prospectus</p>	
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Website: School Prospectus</p>	
<p>Instrument of Government</p>	<p>Hard copy</p>	

Data Publication Scheme

Guide to information available from James Brindley Community Primary School under the publication scheme

Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website: School Prospectus	
School prospectus	Website	
Staffing structure	Hard Copy: School Office	
School session times and term dates	Website: Prospectus	
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	Hard copy: School Office	
Annual budget plan and financial statements	Hard Copy: School office	
Capitalised funding	Hard Copy: School office	
Additional funding	Hard Copy: School office	
Procurement and projects	Hard Copy: School office	
Pay policy	Hard Copy: School office	
Staffing and grading structure	Hard Copy: School office	
Governors' allowances Policy	Hard Copy: School office	
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	Hard Copy: School office	
School profile	Website link - Office	

Data Publication Scheme

Guide to information available from James Brindley Community Primary School under the publication scheme

<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard Copy: School office Ofsted Full Report on the Website Summary available in hard copy at the school office	
Performance management policy and procedures adopted by the governing body.	Hard Copy: School office	
Schools future plans	Hard Copy: School office	
Every Child Matters – policies and procedures	Hard Copy: School office	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy: School office	
Admissions policy/decisions (not individual admission decisions)	LA Website/School Website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy: School office	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy: School office	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

Data Publication Scheme

Guide to information available from James Brindley Community Primary School under the publication scheme

<p>School policies including:</p> <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 (Publication Scheme) • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Hard Copy: School office Website Hard Copy: School office Website Hard Copy: School office Hard Copy: School office Hard Copy: School office Ask at the office Hard Copy: School office Hard Copy: School office</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Careers education • Behaviour 	<p>Hard Copy: School office Hard Copy: School office Hard Copy: School office Hard Copy: School office Website: Prospectus Hard Copy: School office N/A Website and Hard Copy: School office</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including data sharing policies) 	<p>Hard Copy: School office following LA Guidelines This policy</p>	
<p>Charging regimes and policies.</p> <p>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</p>	<p>Hard Copy: School office</p>	

Data Publication Scheme

Guide to information available from James Brindley Community Primary School under the publication scheme

and how they are calculated.		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy: School office	
Asset register	Hard Copy: School office	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy: School office	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	Website, School office	
Out of school clubs	Website, Hard Copy: School office	
Services for which the school is entitled to recover a fee, together with those fees	Charging Policy	
Leaflets books and newsletters	Hard Copy: School office	

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

Data Publication Scheme

Guide to information available from James Brindley Community Primary School under the publication scheme

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing (black & white)	£2
	Photocopying/printing (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		