



# Brackenbury Primary School FOI Publication Scheme, 2017

## **1. Freedom of Information Act**

- 1.1. The Freedom of Information Act (FOIA) 2000 gives individuals the right to access information held by public bodies, including schools and children's centres. We welcome this right and try to make available as much information as possible about us and our activities through this Publication Scheme. We will also ensure that individuals know how to make a request for any information which is not covered by our Publication Scheme.
- 1.2. The information covered by our Scheme is included in the classes of information mentioned below.

## **2. Information we routinely publish**

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

## **3. How to Request Information**

- 3.1. All the information available under this Publication Scheme is available free of charge. Some is on our website and can be downloaded, but all available information can be obtained in paper form. Some information may be by appointment and inspection only. To request copies of documents in paper form please contact the School Business Manager.
- 3.2. If you cannot find the information you are looking for on our web site or in our Guide to Information, you can ask us for it by writing to:

School Business Manager,  
c/o Brackenbury Primary School  
Dalling Road  
London, W6 0BA

Or by email: [sbm@brackenbury.lbhf.sch.uk](mailto:sbm@brackenbury.lbhf.sch.uk)

- 3.3. When you make your request, it would help us if you include the following details:
- Your name and postal address
  - The information or documents you want to look at
  - The way you would want us to send the information to you (e.g. email or photocopy)

#### **4. How We Reply**

- 4.1. We aim to send you a reply as soon as possible and by the latest within 20 working days of receiving your request.
- 4.2. In our reply we will:
- Give you the information you have asked for; or
  - Let you know where you can find the information; or
  - Tell you we do not hold the information; or
  - Refuse to give you the information.
- 4.3. In some circumstances, the information may only be available by viewing in person and an appointment can be made to allow you to view this information within a reasonable time.
- 4.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.
- 4.5. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### **5. Refusals and Exemptions**

- 5.1. If we refuse to give you the information you are looking for, we will write to you explaining our reason(s) why and what your rights are if you disagree with our decision.
- 5.2. The Freedom of Information Act contains a number of exemptions that allow public bodies to withhold certain types of information. Such information may generally include:
- 5.3. Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure (e.g. personal data/information).
- 5.4. Information in draft form.
- 5.5. Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

#### **6. Your Rights of Access**

- 6.1. If you want to know more about your rights of access or about the Freedom of Information Act in general, please go to the Information Commissioner's website at <https://ico.org.uk>

## Freedom of Information

### Guide to information available from Brackenbury Primary School under our publication scheme

Information to be published. This includes datasets where applicable.	How to obtain the information	
<p>Some information/data shown here is available on line (as indicated). All information here is available in paper format. Information can be provided in paper format or by email at your request. Please note that some information may be made available for inspection only by appointment. <u>There is no charge for providing information.</u></p>		

Information to be published. This includes datasets where applicable.	How to obtain the information	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Where information is available on line, the web link is shown.</p> <p>For all <b>paper copies of information</b> listed here please <b>contact the School Business Manager.</b></p>	
Who's who in the school	<a href="http://www.brackenbury.lbhf.sch.uk/php/staff.php">http://www.brackenbury.lbhf.sch.uk/php/staff.php</a>	FREE
Who's who on the governing body / board of governors and the basis of their appointment	<a href="http://www.brackenbury.lbhf.sch.uk/php/governors.php">http://www.brackenbury.lbhf.sch.uk/php/governors.php</a>	FREE
Instrument of Government	Paper copy	FREE
Contact details for the Head Teacher and for the governing body, via the school (named contacts where possible).	<a href="http://www.brackenbury.lbhf.sch.uk/php/contacts.php">http://www.brackenbury.lbhf.sch.uk/php/contacts.php</a>	FREE
School prospectus	Paper copy	FREE
Staffing structure	<a href="http://www.brackenbury.lbhf.sch.uk/php/staff.php">http://www.brackenbury.lbhf.sch.uk/php/staff.php</a>	FREE
School holidays and term dates	<a href="http://www.brackenbury.lbhf.sch.uk/php/important_term_dates.php">http://www.brackenbury.lbhf.sch.uk/php/important_term_dates.php</a>	FREE
Address of school and contact details, including email address.	<a href="http://www.brackenbury.lbhf.sch.uk/php/contacts.php">http://www.brackenbury.lbhf.sch.uk/php/contacts.php</a>	FREE

## Freedom of Information

### Guide to information available from Brackenbury Primary School under our publication scheme

<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)		
<b>Information to be published. This includes datasets where applicable.</b>	<b>How to obtain the information</b>	<b>Cost</b>
Annual budget plan and financial statements	Paper copy	FREE
Capital funding	Paper copy	FREE
Financial audit reports	Paper copy	FREE
Details of expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Paper copy	FREE
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).	Paper copy	FREE
Pay policy	Paper copy	FREE
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.	Paper copy	FREE
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.	Paper copy	FREE
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Paper copy	FREE

## Freedom of Information

### Guide to information available from Brackenbury Primary School under our publication scheme

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum		
<b>Information to be published. This includes datasets where applicable.</b>	<b>How to obtain the information</b>	<b>Cost</b>
Ofsted reports	<a href="https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/100324">https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/100324</a>	FREE
Performance management (Appraisal) policy and procedures adopted by the Governing Body.	Paper copy	FREE
Performance data or a direct link to it	<a href="http://www.brackenbury.lbhf.sch.uk/php/sat_results.php">http://www.brackenbury.lbhf.sch.uk/php/sat_results.php</a>	FREE
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Paper copy	FREE
Safeguarding and Child Protection Policy	<a href="http://www.brackenbury.lbhf.sch.uk/php/safeguarding.php">http://www.brackenbury.lbhf.sch.uk/php/safeguarding.php</a>	FREE

## Freedom of Information

### Guide to information available from Brackenbury Primary School under our publication scheme

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
<b>Information to be published. This includes datasets where applicable.</b>	<b>How to obtain the information</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	<a href="http://www.brackenbury.lbhf.sch.uk/php/admissions.php">http://www.brackenbury.lbhf.sch.uk/php/admissions.php</a>	FREE
Agenda papers and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as confidential to the meetings).	Paper copy	FREE

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Information to be published. This includes datasets where applicable.</b>	<b>How to obtain the information</b>	<b>Cost</b>
(1) The policies we are required to have by law (statutory policies) are listed in the DfE document at: <a href="https://www.gov.uk/government/publications/statutory-policies-for-schools">https://www.gov.uk/government/publications/statutory-policies-for-schools</a>	All our policies (statutory and non-statutory) are available as paper copies. Some are available at: <a href="http://www.brackenbury.lbhf.sch.uk/php/policies.php">http://www.brackenbury.lbhf.sch.uk/php/policies.php</a>	FREE
(2) A list of all our non-statutory policies can be obtained from the School Business Manager.		
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</li> </ul>	Paper copy Paper copy Paper copy	FREE
Charging regimes and policies: <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li>   <li>• Freedom of Information Publication Scheme (This includes details of any statutory charging regimes)</li> </ul>	Charging & Remissions: <a href="http://www.brackenbury.lbhf.sch.uk/pdfs/policies/Charging_policy_2014.pdf">http://www.brackenbury.lbhf.sch.uk/pdfs/policies/Charging_policy_2014.pdf</a>  Publication Scheme: (hard copy or website; some information may only be available by inspection)	FREE

## Freedom of Information

### Guide to information available from Brackenbury Primary School under our publication scheme

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register).		
<b>Information to be published. This includes datasets where applicable.</b>	<b>How to obtain the information</b>	<b>Cost</b>
Curriculum circulars and statutory instruments, if held	Paper copy	FREE
Asset register	Paper copy	FREE
Any information the school is currently legally required to hold in publicly available registers <ul style="list-style-type: none"> <li>• Register of Business and Pecuniary Interests; and</li> <li>• List of Governors and related information</li> </ul>	<a href="http://www.brackenbury.lbhf.sch.uk/pdfs/governors/Governors%20Register%20of%20Interests%20membership%20attendance%20details.pdf">http://www.brackenbury.lbhf.sch.uk/pdfs/governors/Governors Register of Interests membership attendance details.pdf</a>	FREE

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<p><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</p>		
<p><b>Information to be published. This includes datasets where applicable.</b></p>	<p><b>How to obtain the information</b></p>	<p><b>Cost</b></p>
<p>Out of school clubs:</p>	<p><a href="http://www.brackenbury.lbhf.sch.uk/php/holiday_care_provision.php">http://www.brackenbury.lbhf.sch.uk/php/holiday_care_provision.php</a></p>	<p>FREE</p>
<p>Services for which the school is entitled to recover a fee, together with those fees and booking forms to download:</p> <ul style="list-style-type: none"> <li>• After school and holiday care – Play@Brackenbury</li> </ul>	<p><a href="http://www.brackenbury.lbhf.sch.uk/php/holiday_care_provision.php">http://www.brackenbury.lbhf.sch.uk/php/holiday_care_provision.php</a></p>	<p>FREE</p>
<p>School publications, leaflets, books and newsletters</p> <ul style="list-style-type: none"> <li>• School newsletter – The Buzz</li> <li>• Curriculum information</li> </ul>	<p><a href="http://www.brackenbury.lbhf.sch.uk/php/newsletter.php">http://www.brackenbury.lbhf.sch.uk/php/newsletter.php</a></p> <p><a href="http://www.brackenbury.lbhf.sch.uk/php/curriculum.php">http://www.brackenbury.lbhf.sch.uk/php/curriculum.php</a></p>	<p>FREE</p>

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<p><b>Disbursement cost</b></p>	<p>Photocopying/printing</p>	<p>NO CHARGE</p>
	<p>Postage</p>	<p>NO CHARGE</p>
<p><b>Statutory Fee</b></p>		<p>In accordance with the relevant legislation where applicable</p>
<p><b>Other</b></p>		