

Freedom of Information

Guide to information available from Brownlow Fold Primary School under the model publication scheme

Information to be published This includes datasets where applicable	How the information can be obtained See Schedule of Charges on page 8 & 9.
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website: https://www.brownlow-fold.bolton.sch.uk/about-us/ Hard copy – available upon request, contact school office
Who's who in the school	Website: https://www.brownlow-fold.bolton.sch.uk/about-us/our-staff/ Hard copy – available upon request, contact school office
Who's who on the governing body / board of governors and the basis of their appointment	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/governor-appointment-information/ Hard copy – available upon request, contact school office
Instrument of Government / Articles of Association	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/governors-impact-statement/ Hard copy – available upon request, contact school office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://www.brownlow-fold.bolton.sch.uk/contact-us/ Hard copy – available upon request, contact school office

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School prospectus (School website)	Website: https://www.brownlow-fold.bolton.sch.uk/ Hard copy – available upon request, contact school office
Staffing structure	Website: https://www.brownlow-fold.bolton.sch.uk/about-us/our-staff/ Hard copy – available upon request, contact school office
School session times and term dates	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/term-dates/ Hard copy – available upon request, contact school office
Address of school and contact details, including email address.	Website: https://www.brownlow-fold.bolton.sch.uk/contact-us/ Hard copy – available upon request, contact school office
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 and/or website)
Annual budget plan and financial statements	Hard copy – available upon request, contact school office

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Capital funding	Hard copy – available upon request, contact school office
Financial audit reports	Hard copy – available upon request, contact school office
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).	Hard copy – available upon request, contact school office
Pay policy	Hard copy – available upon request, contact school office
Staffing and grading structure	Hard copy – available upon request, contact school office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – available upon request, contact 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 and/or website)

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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 • The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report • Post-inspection action plan	Website: https://www.compare-school-performance.service.gov.uk/school/105149/brownlow-fold-primary-school/primary Website: https://reports.ofsted.gov.uk/provider/21/105149 Hard copy – available upon request, contact school office
Performance management policy and procedures adopted by the governing body	Hard copy – available upon request, contact school office
Performance data or a direct link to it	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/performance-table/ Hard copy – available upon request, contact school office
Safeguarding and child protection	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/school-policies/ Hard copy – available upon request, contact school office

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous years as a minimum	(hard copy and/or website)
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: https://www.brownlow-fold.bolton.sch.uk/admissions/ Hard copy – available upon request, contact school office
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).	Hard copy – available upon request, contact school office
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales,	(hard copy or website)

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this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/school-policies/ https://www.brownlow-fold.bolton.sch.uk/statutory/gdpr/ Hard copy – available upon request, contact school office
Charging regimes and policies.	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/school-policies/ Hard copy – available upon request, contact school office
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/curriculum-intent-statement-2/ https://www.brownlow-fold.bolton.sch.uk/statutory/category/curriculum/

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	https://www.brownlow-fold.bolton.sch.uk/statutory/our-curriculum/ https://www.brownlow-fold.bolton.sch.uk/statutory/newsletters/ Hard copy – available upon request, contact school office
Asset register	Inspection only - contact school
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school
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	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/clubs/ Hard copy – available upon request, contact school office
Out of school clubs	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/breakfast-club/ Hard copy – available upon request, contact school office

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Services for which the school is entitled to recover a fee, together with those fees	Website: Charging & Remissions Policy https://www.brownlow-fold.bolton.sch.uk/statutory/school-policies/ Hard copy – available upon request, contact school office
School publications, leaflets, books and newsletters	Website: https://www.brownlow-fold.bolton.sch.uk/statutory/newsletters/ https://www.brownlow-fold.bolton.sch.uk/statutory/letter-home/ Hard copy – available upon request
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	

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
Disbursement cost	Website	Access to the website is free of charge
	Email and attachments	Free of charge

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	Hard copy	Free of charge (collected from school)
	Postal charges at the time will apply	Actual cost of Royal Mail standard 2nd class. 1 st class post only used when required as a priority. (only if request is to post the information and not collection of hard copy from school)
	Photocopying / printing @ pence per sheet (black & white) Photocopying / printing @ pence per sheet (colour)	Actual cost charged to school Actual cost charged to school
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	Not applicable