

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	<b>Website</b> <a href="http://burdettcoutts.co.uk/about-us/staff-volunteers/">http://burdettcoutts.co.uk/about-us/staff-volunteers/</a>  <b>Hard copy</b> Contact school	Free  1 <sup>st</sup> copy free, additional copies as per Schedule of Charges.
Who's who on the governing body / board of governors and the basis of their appointment	<b>Website</b> <a href="http://burdettcoutts.co.uk/about-us/governance-2/">http://burdettcoutts.co.uk/about-us/governance-2/</a>  <b>Hard copy</b> Contact school	Free  1 <sup>st</sup> copy free, additional copies as per Schedule of Charges.
Instrument of Government	<b>Website</b> <a href="http://burdettcoutts.co.uk/about-us/governance-2/">http://burdettcoutts.co.uk/about-us/governance-2/</a>  <b>Hard copy</b> Contact school	Free  1 <sup>st</sup> copy free, additional copies as per Schedule of Charges.

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p><b>Website</b> <a href="http://burdettcoutts.co.uk/contact-us/">http://burdettcoutts.co.uk/contact-us/</a></p> <p><b>Hard copy</b> Contact school</p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p>
School prospectus (if any)	<p>None but all information regarding the school can be found on the website: <a href="http://www.burdettcoutts.co.uk">www.burdettcoutts.co.uk</a></p> <p><b>Hard copy (per page)</b> Contact school</p>	<p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p>
Annual Report (if any)	<p><b>Website</b> Soon to be uploaded</p> <p><b>Hard copy</b> Contact school</p>	<p>Free</p> <p>£2 per booklet</p>

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

Staffing structure	<p><b>Website</b> <a href="http://burdettcoutts.co.uk/about-us/staff-volunteers/">http://burdettcoutts.co.uk/about-us/staff-volunteers/</a></p> <p><b>Hard copy</b> Contact school</p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p>
School session times and term dates	<p><b>Website</b> <a href="http://burdettcoutts.co.uk/for-parents/admissions-term-dates/">http://burdettcoutts.co.uk/for-parents/admissions-term-dates/</a></p> <p><b>Hard copy</b> Contact school</p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p>
Address of school and contact details, including email address.	<p><b>Website</b> <a href="http://burdettcoutts.co.uk/contact-us/">http://burdettcoutts.co.uk/contact-us/</a></p> <p><b>Hard copy</b> Contact school</p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p>

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model 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 as a minimum		
<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	<b>In all cases, contact bursar via school office</b> Hard Copy	1 <sup>st</sup> copy free, additional copies as per Schedule of Charges.
	Email Copy	Free
Capital funding	<b>In all cases, contact bursar via school office</b> Hard Copy	1 <sup>st</sup> copy free, additional copies as per Schedule of Charges.
	Email Copy	Free
Financial audit reports	<b>In all cases, contact bursar via school office</b> Hard Copy	1 <sup>st</sup> copy free, additional copies as per Schedule of Charges.
	Email Copy	Free

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<p><b>In all cases, contact bursar via school office</b> Hard Copy</p> <p>Email Copy</p>	<p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
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 (eg a local authority or diocese).	<p><b>In all cases, contact bursar via school office</b> Hard Copy</p> <p>Email Copy</p>	<p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
Pay policy	<p><b>Website</b> We adopt the London Diocesan Board For Schools Model Policy Teachers Pay 2017: <a href="https://www.ldbs.co.uk/policies-downloads/">https://www.ldbs.co.uk/policies-downloads/</a></p> <p><b>Hard copy</b> Contact school</p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p>

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

<p>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.</p>	<p><b>In all cases, contact bursar via school office</b> Hard Copy  Email Copy</p>	<p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.  Free</p>
<p>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</p>	<p><b>In all cases, contact bursar via school office</b> Hard Copy  Email Copy</p>	<p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.  Free</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p><b>A copy of the Governors Allowances Policy can be obtained from the Clerk to Governors. For record of total payments made to individual governors, please contact bursar (all contact via school office).</b> Hard Copy  Email Copy</p>	<p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges. Free</p>



## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

<p>Performance management policy and procedures adopted by the governing body.</p>	<p><b>Website:</b> Selected policies adopted by the GB are online: <a href="http://burdettcoutts.co.uk/statutory-information/">http://burdettcoutts.co.uk/statutory-information/</a> For policies not found online, please contact the school office for copies.</p> <p><b>Hard Copy:</b> Contact School</p> <p><b>Emailed Copy:</b> Contact School</p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
<p>Performance data or a direct link to it</p>	<p><b>Website:</b> All information about our school <a href="http://burdettcoutts.co.uk/about-us/">http://burdettcoutts.co.uk/about-us/</a> with links to other pages including Ofsted report &amp; Performance Tables <a href="http://burdettcoutts.co.uk/about-us/ofsted-and-siams-reports/">http://burdettcoutts.co.uk/about-us/ofsted-and-siams-reports/</a> We also have strategic data on other pages eg: KS2 results <a href="http://burdettcoutts.co.uk/statutory-information/key-stage-2-results/">http://burdettcoutts.co.uk/statutory-information/key-stage-2-results/</a> &amp; Statutory</p>	<p>Free</p>



## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

	<p>Information <a href="http://burdettcoutts.co.uk/statutory-information/">http://burdettcoutts.co.uk/statutory-information/</a>  <b>Hard Copy:</b> Contact school office  <b>Emailed Copy:</b> Contact school office</p>	<p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges. Free</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p><b>The school's future plans are detailed in governing body meeting minutes, the School Improvement Plan and may also be communicated via the school's newsletter.</b></p> <p><b>Website:</b>            FGB minutes: <a href="http://burdettcoutts.co.uk/about-us/governance-2/">http://burdettcoutts.co.uk/about-us/governance-2/</a>            School Improvement Plan: <a href="http://burdettcoutts.co.uk/about-us/strategic-school-improvement/">http://burdettcoutts.co.uk/about-us/strategic-school-improvement/</a>            The latest newsletter (most recent 6) are found on</p>	<p>Free</p>

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

	<p>every webpage.</p> <p><b>Hard Copy:</b> Contact school office</p> <p><b>Emailed Copy:</b> Contact school office</p>	<p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
Safeguarding and child protection	<p><b>Website:</b> Selected policies adopted by the GB are online: <a href="http://burdettcoutts.co.uk/statutory-information/">http://burdettcoutts.co.uk/statutory-information/</a> Detailed information found on our Safeguarding &amp; Child Protection page: <a href="http://burdettcoutts.co.uk/statutory-information/safeguarding-child-protection/">http://burdettcoutts.co.uk/statutory-information/safeguarding-child-protection/</a></p> <p><b>Hard Copy:</b> Contact school office</p> <p><b>Emailed Copy:</b> Contact school office</p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model 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		
Admissions policy/decisions (not individual admission decisions) – where applicable	Admissions arrangements for our schools are managed by Westminster City Council.  Website: <a href="http://burdettcoutts.co.uk/for-parents/admissions-term-dates/">http://burdettcoutts.co.uk/for-parents/admissions-term-dates/</a>	Free
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).	Latest agendas/minutes are available on the website (from Sept 2017): <a href="http://burdettcoutts.co.uk/about-us/governance-2/">http://burdettcoutts.co.uk/about-us/governance-2/</a>  Anything not on the website and not regarded as confidential can be provided. In all cases, please contact the Clerk to Governors (via the school office).  <b>Hard Copy:</b>  <b>Emailed Copy:</b>	Free          1 <sup>st</sup> copy free, additional copies as per Schedule of Charges. Free

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

<p><b>Class 5 – Our policies and procedures</b> (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, 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.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p><b>Website:</b> Selected policies adopted by the GB are online: <a href="http://burdettcoutts.co.uk/statutory-information/">http://burdettcoutts.co.uk/statutory-information/</a> For policies not found online, please contact the school office for copies.</p> <p><b>Hard Copy:</b></p> <p><b>Emailed Copy:</b></p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges. Free</p>

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

<p>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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p><b>Website:</b> Selected policies adopted by the GB are online: <a href="http://burdettcoutts.co.uk/statutory-information/">http://burdettcoutts.co.uk/statutory-information/</a> For policies not found online, please contact the school office for copies.</p> <p><b>Hard Copy:</b></p> <p><b>Emailed Copy:</b></p>	<p>Free</p> <p>1<sup>st</sup> copy free, additional copies as per Schedule of Charges.</p> <p>Free</p>
---	---	--

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register). (Some information may only be available by inspection)		
Curriculum circulars and statutory instruments	<b>Hard Copy:</b> Contact school office  <b>Emailed Copy:</b> Contact school office	1 <sup>st</sup> copy free, additional copies as per Schedule of Charges. Free
Asset register	<b>Inspection in school only</b> – contact school office  Hard/emailed copies are not available	Free
Any information the school is currently legally required to hold in publicly available registers	<b>Inspection in school only</b> – contact school office  Hard/emailed copies are not available	Free

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

<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		
Extra-curricular activities	<p>Website:  <a href="http://burdettcoutts.co.uk/school-life/extra-curricular-activities/">http://burdettcoutts.co.uk/school-life/extra-curricular-activities/</a>            Please contact school office for latest information</p>	Free
Out of school clubs	<p>Website:  <a href="http://burdettcoutts.co.uk/for-parents/out-of-school-group-holiday-playscheme/">http://burdettcoutts.co.uk/for-parents/out-of-school-group-holiday-playscheme/</a>            Please contact school office for latest information</p>	Free
School publications, leaflets and newsletters	<p><b>Website:</b> The latest newsletter (most recent 6) are found on every webpage. For other publications and newsletters not found online, please contact the school office for copies.  <b>Hard Copy:</b>  <b>Emailed Copy:</b></p>	<p>Free             1<sup>st</sup> copy free, additional copies as per Schedule of Charges.            Free</p>

## Freedom of Information

### Guide to information available from Burdett-Coutts & Townshend Foundation CE Primary School under the model publication scheme

**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
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white), single or double sided.	Actual rounded cost of copier print charge and paper for double sided print, as listed in the school's SLA with the photocopier provider. Single sided sheets are charged at the same rate due to the negligible copier print charge cost difference
	Photocopying/printing @ 4p per sheet (colour) for single sided sheets and @ 8p per sheet (colour) for double sided	Actual rounded cost of copier print charge and paper for double sided print, as listed in the school's SLA with the photocopier provider.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		N/A
<b>Other</b>		N/A

**This document updated: 30<sup>th</sup> January 2018**

**Date of next review: January 2019**