



Bourneville School and Sixth Form Centre

Business Enterprise and Music College *where learning leads to great opportunities*

Freedom of Information

Guide to information available from Bourneville School and Sixth Form centre under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Hard copy – Head's PA	
Who's who on the governing body and the basis of their appointment	Hard copy – clerk to the Governors	
Instrument of Government		
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))		
School prospectus	Hard copy – School Office	
Annual Report		
Staffing structure	Hard copy – Personnel Officer	
School session times and term dates	website	

Information to be published	How the information can be obtained	Cost
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 – Business Manager	
Capitalised funding		
Additional funding		
Procurement and projects		
Pay policy		
Staffing and grading structure		
Governors' allowances	Hard copy – clerk to the Governors	

Information to be published	How the information can be obtained	Cost
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 or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website Hard copy – Head's PA	
Performance management policy and procedures adopted by the governing body.	Hard copy – Head's PA	
Schools future plans		
Every Child Matters – policies and procedures		

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Class 4 – How we make decisions (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)	Hard copy – Local Authority	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy – clerk to the Governors	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.		

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy – N/A • Discipline and grievance policies • Staffing structure implementation plan – N/A • Information request handling policy – N/A • Equality and diversity (including equal opportunities) policies • Staff recruitment policies – N/A 	All electronic copy – Head's PA	
<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 • Collective worship • Careers education • Pupil discipline 	All electronic copy – Head's PA	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies – N/A • Records retention destruction and archive policies – N/A • Data protection (including information sharing policies) 		
<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>		

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register	Hard copy – Business Manager	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy – Head's PA	
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	
Out of school clubs	Website	
School publications	School office – hard and electronic copy	
Services for which the school is entitled to recover a fee, together with those fees	Business Manager – electronic copy	
Leaflets books and newsletters	Newsletter – website School office – hard and electronic copy	

Contact details:

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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	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority