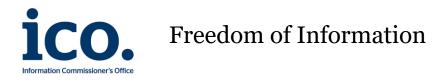


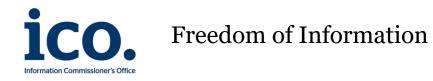
Freedom of Information

Guide to information available from Ralph Butterfield Primary School under the model publication scheme Last updated March 2024 Review March 2025

Information to be published This includes datasets where applicable	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, <i>This will be current information only</i>	, locations and contacts)	
Who's who in the school	Website (About us/Meet the staff)	FREE
Who's who on the governing body / board of governors and the basis of their appointment	Website (About us/Governors)	FREE
Instrument of Government / Articles of Association	Hard Copy	10p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website (Contact)	FREE
Staffing structure	Available upon request	10p/sheet
School session times and term dates	Website (Parents and carers/Term dates)	FREE
Address of school and contact details, including email address.	Website (Contact)	FREE

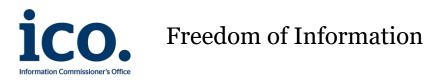


Annual budget plan and financial statements	Available upon request (hard copy)	10p/shee
Capital funding	Available upon request (hard copy)	10p/shee
Financial audit reports	Inspection only	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Inspection only	
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).	Inspection only	
Pay policy	Inspection only	
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.	Inspection only	
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.	Inspection only	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Inspection only	



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 	Website (About us/Results and reports)	FREE
 The latest Ofsted / Estyn / Education and Training Inspectorate report Summary Full report 	Website (About us/Results and reports/OFSTED Inspection Reports)	FREE
Performance management policy and procedures adopted by the governing body.	Available upon request	10p/sheet
Performance data or a direct link to it	Website (About us/Results and reports/Pupil Results)	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	(SDP) Available upon request (Governors' minutes) Available upon request	10p/sheet 10p/sheet
Safeguarding and child protection	Website (About us/Key information/ Safeguarding)	FREE

Version 3 3 20130830



Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
	(About us/Key Information/Policies) 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).	Inspection only	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsi As a minimum these must include policies, procedures and documents that the school is re or equivalent, or by the Welsh or English government or the Northern Ireland Executive. The information requests.	quired to have by statute or by its funding	
 Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Available upon request (data protection covered in Information policy available on request)	10p/sheet
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. 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").	Available upon request	10p/sheet
Class 6 – Lists and Registers		1
Currently maintained lists and registers only (this does not include the attendance register)).	



	(Discussed in FGB meetings)	
Disclosure logs	Available upon request	10p/sheet
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	
Class 7 – The services we offer <i>Current information only</i> (Information about the services we offer, including leaflets, guidance and newsletters produ	uced for the public and businesses)	
Extra-curricular activities	Website (Parents and Carers Extra Curricular Activities)	FREE
Out of school clubs	Website (Community/Kids Club)	FREE
School publications, leaflets, books and newsletters	Website (Parents and Carers/Newsletters)	FREE



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
	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
Disbursement cost	Photocopying/printing @ 20p per sheet (colour)	Actual cost *
	Postage: 75p	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
		(quote the actual statute)

* the actual cost incurred by the public authority