

Freedom of Information

Guide to information available from The Bluecoat School 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		
Who's who in the school	Website: www.bluecoatprimaryschool.com Hardcopy: Contact the school office for a copy of the prospectus	
Who's who on the governing body and the basis of their appointment	Hardcopy: Contact the school office	
Instrument of Government	Hardcopy: Contact the school office	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hardcopy: Contact the school office	
School prospectus	Website: www.bluecoatprimaryschool.com	

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	<p>ol.com Hardcopy: Contact the school office</p>	
Staffing structure	<p>Hardcopy: Contact the school office</p>	
School session times and term dates	<p>Website: www.bluecoatprimaryschool.com Hardcopy: Contact the school office</p>	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p>	
Annual budget plan and financial statements	<p>Hardcopy: Contact the school office</p>	
Capitalised funding	<p>Hardcopy: Contact the school office</p>	
Additional funding	<p>Hardcopy: Contact the school office</p>	
Procurement and projects	<p>Hardcopy: Contact the school office</p>	
Pay policy	<p>Hardcopy: Contact the school office</p>	

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Staffing and grading structure	Hardcopy: Contact the school office	
Governors' allowances	Hardcopy: Contact the 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		
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 	https://schoolprofile.teachernet.gov.uk/ Website: www.bluecoatprimaryschool.com	

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		Hardcopy: Contact the school office	
Performance management policy and procedures adopted by the governing body.		Hardcopy: Contact the school office	
Schools future plans		Hardcopy: Contact the school office	
Every Child Matters – policies and procedures		Hardcopy: Contact the school office	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Hardcopy: Contact the school office</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hardcopy: Contact the school office</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hardcopy: Contact the school office</p>	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>			
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs 	<p>Website: www.bluecoatprimaryschoo1.com</p> <p>Hardcopy: Contact the school office</p>		

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<ul style="list-style-type: none">• Accessibility• Race equality• Collective worship• Careers education• Pupil discipline		
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)	Website: www.bluecoatprimaryschool.com Hardcopy: Contact the school office	
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.	Website: www.bluecoatprimaryschool.com Hardcopy: Contact the school office	

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Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hardcopy: Contact the school office	
Disclosure logs	Hardcopy: Contact the school office	
Asset register	Hardcopy: Contact the school office	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hardcopy: Contact the school office	

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<p>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 Extra-curricular activities</p>		
	<p>Website: www.bluecoatprimaryschool.com Hardcopy: Contact the school office</p>	
<p>Out of school clubs</p>	<p>Website: www.bluecoatprimaryschool.com Hardcopy: Contact the school office</p>	
<p>School publications</p>	<p>Website: www.bluecoatprimaryschool.com Hardcopy: Contact the school office</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hardcopy: Contact the school office</p>	
<p>Leaflets books and newsletters</p>	<p>Website: www.bluecoatprimaryschool.com Hardcopy: Contact the school office</p>	

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:
The Bluecoat School
Green Lane
Stamford
PE9 1HE
Tel 01780-764202
Fax 01780-481311
www.bluecoatprimaryschool.com

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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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p 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