



Burdett-Coutts

FREEDOM OF INFORMATION
PUBLICATION SCHEME



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We would like to acknowledge the work of other colleagues in the drafting of this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes, LDBS, LA and any statutory guidelines where appropriate.



1. Background

The Freedom of Information Act 2000 (FOIA) came into effect on 30 November 2000 and gives a general right of access to recorded information held by a public authority, including schools, subject to certain exemptions.

This publication scheme outlines our commitment to complying with the provisions of FOIA.

2. Model publication scheme

Burdett-Coutts & Townshend Foundation CE Primary School adopts in full, [the Information Commissioner's Office Model Publication Scheme >](#)

3. Guide to information available from Burdett-Coutts under the model publication scheme

Information to be published	How you can obtain the information	Cost
<p>Class 1: Who we are and what we do (Current information only)</p> <p>Information about us; our structures, locations and prospectus</p>	<p>No prospectus but all information regarding the school can be found on the website https://burdettcoutts.co.uk</p> <p>Hard copy: Contact school</p>	<p>Free</p> <p>1st copy free, extra copies see schedule of charges.</p>
<ul style="list-style-type: none"> Contact details for the Head teacher and for the governing body, via the school. Postal address & telephone number 	<p>https://burdettcoutts.co.uk/contact-us/</p> <p>Postal address & telephone number in footer</p> <p>Hard copy: Contact school</p>	<p>1st copy free, extra copies see schedule of charges.</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p> <p>Instrument of Government</p>	<p>Website https://burdettcoutts.co.uk/about-us/governance-2/</p> <p>Hard copy: Contact school</p>	<p>Free</p> <p>1st copy free, extra copies see schedule of charges.</p>



<p>Who's who in the school</p>	<p>Website https://burdettcoutts.co.uk/about-us/</p> <p>Hard copy: Contact school</p>	<p>Free</p> <p>1st copy free, extra copies see schedule of charges.</p>
<p>School times and term dates</p>	<p>Website https://burdettcoutts.co.uk/for-parents/admissions-term-dates/</p> <p>Hard copy: Contact school</p>	<p>Free</p> <p>1st copy free, extra copies see schedule of charges.</p>
<p>Class 2: What we spend and how we spend it</p> <ul style="list-style-type: none"> Financial information about projected and actual income & expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum Annual budget and financial statements Financial audit reports Details of any premiums we receive such as Pupil premium. 	<p>In all cases, contact the school bursar via the school office.</p> <p>Hard copy</p> <p>Email copy</p>	<p>1st copy free, extra copies see schedule of charges.</p> <p>Free</p>
<ul style="list-style-type: none"> Procurement and contracts the school has entered into Details of expenditure items over £2000 – published at least annually 	<p>In all cases, contact the school bursar via the school office.</p> <p>Hard copy</p> <p>Email copy</p>	<p>1st copy free, extra copies see schedule of charges.</p> <p>Free</p>
<p>Data Protection impact assessments or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant</p>	<p>Not held online. Anything not confidential can be provided. Please contact the Clerk to Governors (via the school office) for a hard copy.</p> <p>Emailed Copy</p>	<p>1st copy free, extra copies see schedule of charges.</p> <p>Free</p>



<ul style="list-style-type: none"> • Staff pay: details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range • Staff allowances and expenses that can be incurred/claimed, with totals paid to individual senior staff members • Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors 	<p>In all cases, contact the school bursar via the school office.</p> <p>Hard copy</p> <p>Email copy</p> <p>A copy of the Governors Allowances Policy can be obtained from the Clerk to Governors. For total payments made to individual governors, please contact the school bursar.</p>	<p>1st copy free, extra copies see schedule of charges. Free</p>
<p>Class 3: What are our priorities and how we are doing</p> <ul style="list-style-type: none"> • Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum • Latest reports from regulators (Ofsted / Education and Training Inspectorate) • Exam and assessment results • Performance tables • School profile and performance data supplied to the English Government or a direct link to the data. 	<p>Website: All information about our school http://burdettcoutts.co.uk/about-us/ with links to other pages including Ofsted report & Performance Tables http://burdettcoutts.co.uk/about-us/ofsted-and-siams-reports/</p> <p>We also have strategic data on other pages eg: KS2 results http://burdettcoutts.co.uk/statutory-information/key-stage-2-results/ & Statutory Information http://burdettcoutts.co.uk/statutory-information/</p> <p>Hard Copy: Contact School</p> <p>Emailed Copy: Contact School</p>	<p>1st copy free, extra copies see schedule of charges. Free</p>
<p>Class 4: How we make decisions</p> <p>Decision making processes and records of decisions. Current and previous three years as a minimum</p>	<p>Not held online. Anything not confidential can be provided. Please contact the school office for a hard copy.</p> <p>Emailed Copy</p>	<p>1st copy free, extra copies see schedule of charges. Free</p>



<p>Admissions policy and, where applicable, admission decisions (eg application numbers/patterns of successful applicants, including criteria on which applications were successful)</p>	<p>Admissions policy: https://burdettcoutts.co.uk/for-parents/admissions-term-dates/</p> <p>Hard Copy: Contact School</p> <p>Emailed Copy: Contact School</p> <p>Admissions arrangements are managed by Westminster City Council.</p>	<p>1st copy free, extra copies see schedule of charges. Free</p>
<p>Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.</p>	<p>In all cases, please contact the Clerk to Governors (via the school office). Website: http://burdettcoutts.co.uk/about-us/governance-2/</p> <p>Hard Copy:</p> <p>Emailed Copy:</p>	<p>1st copy free, extra copies see schedule of charges. Free</p>
<p>Class 5: Our policies and procedures</p> <ul style="list-style-type: none"> • Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only • School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. • Charging regimes and policies 	<p>Dedicated landing page with links to policies and pages (internal & external) https://burdettcoutts.co.uk/statutory-information/</p> <p>All policies available online: https://burdettcoutts.co.uk/statutory-information/policies/ For those not online, please contact the school office for copies.</p> <p>Hard Copy:</p> <p>Emailed Copy:</p>	<p>1st copy free, extra copies see schedule of charges. Free</p>
<ul style="list-style-type: none"> • Equality and Diversity 	<p>Equalities webpage: https://burdettcoutts.co.uk/statutory-information/single-equalities/</p>	



<ul style="list-style-type: none"> • Safeguarding and child protection, including protecting children’s personal data • Special educational needs • Complaints policies and procedures • Data protection (including information sharing and CCTV usage policies) 	<p>Safeguarding webpage: https://burdettcoutts.co.uk/statutory-information/safeguarding-child-protection/</p> <p>SEND webpage: https://burdettcoutts.co.uk/statutory-information/special-education-needs-sen/</p> <p>Complaints webpage: https://burdettcoutts.co.uk/for-parents/raising-a-concern-or-making-a-complaint/</p> <p>Data Protection webpage: https://burdettcoutts.co.uk/statutory-information/data-protection-privacy/</p> <p>Hard Copy:</p> <p>Emailed Copy:</p>	<p>1st copy free, extra copies see schedule of charges. Free</p>
<ul style="list-style-type: none"> • Policies and procedures relating to recruitment and human resources • Pay Policy 	<p>In all aspects related to HR and Pay, we adopt the London Diocesan Board For Schools Model Policies https://www.ldbs.co.uk/policies-downloads/</p> <p>Hard copy: Contact school</p>	<p>1st copy free, extra copies see schedule of charges.</p>
<p>Class 6 – Lists and Registers</p> <ul style="list-style-type: none"> • Currently maintained lists and registers only (this does not include the attendance register) • Asset register and Information Asset register • Any information we are currently legally required to hold in publicly available registers 	<p>Inspection in school only. Please contact the school office.</p> <p>Hard/emailed copies are not available</p>	
<ul style="list-style-type: none"> • Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf • Disclosure logs, ie information provided in response to FOIA/EIR requests 	<p>In the first instance, please contact the school’s DPO: https://burdettcoutts.co.uk/statutory-information/data-protection-privacy/</p>	



Curriculum circulars and statutory instruments	Hard Copy: Emailed Copy:	1 st copy free, extra copies see schedule of charges. Free
<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only Extra-curricular activities Out of school/academy clubs Services for which we are entitled to recover a fee, together with those fees Requests for paper copies of information Our publications, leaflets, books and newsletters 	<p>All information regarding the school can be found on the website https://burdettcoutts.co.uk</p> <p>Hard copy: Contact school</p>	<p>Free</p> <p>1st copy free, extra copies see schedule of charges.</p>

4. Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	2p/sheet (black & white), single or double sided.	Rounded cost of copier print charge & paper for double sided print, as listed in the school's photocopier provider SLA.
	4p/sheet (colour, single-sided) 8p/sheet (colour, 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	Royal Mail standard 2 nd class	Postage
Statutory Fee		N/A
Other		N/A



5. Links with other policies

This data protection policy is linked to our:

- Data Protection policy
- Safeguarding policy