

Freedom of Information

Guide to information available from the East Somerset Federation under the model publication scheme

Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Information to be published.	How the information can be obtained (hard copy and/or website)	Cost
Who's who on the governing board of governors and the basis of their appointment	https://www.bرتونprimary.org.uk/ https://www.ditchheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on school website
Instrument of Government/Articles of Association	Contact the Clerk to Governors via the school office or email: brutonoffice@eastsomersetfederation.co.uk ditchheatoffice@eastsomersetfederation.co.uk uptonoffice@eastsomersetfederation.co.uk	
Contact details for the key personnel including Executive Head teacher and for the governing body, via the school (named contacts where possible).	https://www.bرتونprimary.org.uk/ https://www.ditchheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
School prospectus	https://www.bرتونprimary.org.uk/ https://www.ditchheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
Annual Report	No longer produced	Information freely available on website
Staffing structure	https://www.bرتونprimary.org.uk/ https://www.ditchheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
School session times and term dates	https://www.bرتونprimary.org.uk/ https://www.ditchheatprimary.org.uk/ https://www.uptonnoble.org.uk/	Information freely available on website
Address of school and contact details, including email address.	https://www.bرتونprimary.org.uk/ https://www.ditchheatprimary.org.uk/ https://www.uptonnoble.org.uk/	Information freely available

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

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copies available from the School Business Manager	
Capital funding	Hard copies available from the School Business Manager	
Financial audit reports	Hard copies available from the School Business Manager	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copies available from the School Business Manager	
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).	Hard copies available from the School Business Manager	
Pay policy	Hard copies available from the School Business Manager	
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.	Contact the Executive Headteacher via the School Office	
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.	Contact the Executive Headteacher via the School Office	
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copies available from the School Business Manager	

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> Performance data supplied by the government, or a direct link to the data The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report 	Department for Education website https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy. https://www.ofsted.gov.uk	
Performance management policy and procedures adopted by the governing body.	Hard copies available from the Clerk to the Governors	
The school's future plan.	Hard copies available from the school office.	
Safeguarding and child protection policies	or contact the school office for a hard copy.	

How we make decisions

Current and previous three years as a minimum

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	
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)	Hard copies available from the Clerk to the Governors	

Our policies and procedures

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. These will include policies and procedures for handling information requests.

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
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) 	https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
Equality and diversity policies	https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
Policies and procedures for the recruitment of staff	Contact the Executive Headteacher via the School Office	
Charging regimes and policies	Within the Charging and Remissions Policy & Freedom of Information Policy https://www.brutonprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website

Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copies available from the school office	
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	

The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
Out of school clubs	https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
Services for which the school is entitled to recover a fee, together with those fees	https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website
School publications, leaflets, books and newsletters	https://www.brutonprimary.org.uk/ https://www.ditcheatprimary.org.uk/ https://www.uptonnoble.org.uk/ or contact the school office for a hard copy.	Information freely available on website

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 @ 0.05p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.06p 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		