



## By Brook Valley CE Primary School

### School Published Guide to Information

Information	How the information can be obtained	Cost
<b>Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)</b>		
<b>Who's who in the school</b>	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
<b>Who's who on the governing body and their appointment role</b>	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
<b>Instrument of Government / Articles of Association</b>	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
<b>Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).</b>	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
<b>Staffing structure</b>	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
<b>School session times and term dates</b>	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
<b>Address of school and contact details, including email address</b>	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page



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<b>Class two: 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)</b>		
<b>Annual budget plan and financial statements</b>	<b>Hard copy:</b> available upon request - contact school	5p per page
<b>Capital funding</b>	<b>Hard copy:</b> available upon request - contact school	5p per page
<b>Financial audit reports</b>	<b>Hard copy:</b> available upon request - contact school	5p per page
<b>Details of expenditure items over £2000</b>	<b>Hard copy:</b> available upon request - contact school	5p per page
<b>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)</b>	<b>Hard copy:</b> available upon request - contact school	5p per page
<b>Pay policy</b>	<b>Hard copy:</b> available upon request - contact school	5p per page
<b>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</b>	<b>Hard copy:</b> available upon request - contact school	5p per page



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reference to categories		
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.	Hard copy: available upon request - contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	5p per page



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<b>Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)</b>		
<b>School Profile</b>	<b>Website:</b> <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> <b>Website:</b> <a href="http://www.compare-school-performance.service.gov.uk/school/138112">www.compare-school-performance.service.gov.uk/school/138112</a> <b>Website:</b> <a href="https://reports.ofsted.gov.uk/provider/21/138112">https://reports.ofsted.gov.uk/provider/21/138112</a> <b>Hard copy:</b> available upon request - contact school	Free    5p per page
<b>Performance management policy and procedures adopted by the governing body</b>	<b>Hard copy:</b> available upon request - contact school	5p per page
<b>Performance data</b>	<b>Website:</b> <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> <b>Hard copy:</b> available upon request - contact school	Free  5p per page
<b>The school's future plans</b>	<b>Hard copy:</b> available upon request - contact school	5p per page
<b>Safeguarding and Child Protection</b>	<b>Website:</b> <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> <b>Hard copy:</b> available upon request - contact school	Free  5p per page
<b>Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)</b>		
<b>Admissions policy/ decisions (not individual admission decisions)</b>	<b>Website:</b> <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> <b>Hard copy:</b> available upon request - contact school	Free  5p per page



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**Agendas and minutes of meetings of the governing body and its committees (this will exclude information that is properly regarded as private to the meetings)**

**Hard copy:** available upon request - contact school

5p per page

**Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (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 or equivalent, or by the English government. These will include policies and procedures for handling information requests)**



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Information	How the information can be obtained	Cost
Records management and personal data policies	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
Charging regimes and policies	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
<b>Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)</b>		
Curriculum circulars and statutory instruments	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
Disclosure logs	Inspection only - contact school	Free
Asset register	Inspection only - contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	Free
<b>Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)</b>		
Extra-curricular activities	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page



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Information	How the information can be obtained	Cost
Out of core hours school clubs and wrap around care (Breakfast club and Bubbles)	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website: <a href="http://www.bybrookvalleyschool.co.uk">www.bybrookvalleyschool.co.uk</a> Hard copy: available upon request - contact school	Free 5p per page



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#### Schedule of charges

Type of charge	Description	Basis of charge	Charge
<b>Disbursement costs</b>	Photocopying/ printing @ pence per sheet (black and white)	Actual cost <sup>^</sup>	5 pence per page
	Photocopying/ printing @ pence per sheet (colour)	Actual cost <sup>^</sup>	Not available
	Postage	Royal Mail Standard 1 <sup>st</sup> class (Tracked service option upon request)	From 85 pence
<b>Statutory Fee</b>	In accordance with the relevant legislation		Not applicable

<sup>^</sup>the actual cost incurred by the public authority