



## Published guide to information

### Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)

Information	How the information can be obtained	Cost
Who's who in the school	<b>Website:</b> <a href="#">Bents Green School - Key Staff</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	<b>Website:</b> <a href="#">Bents Green School - Governors</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Instrument of Government / Articles of Association	<b>Website:</b> <a href="#">Bents Green School - Governors</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Contact details for the Head teacher	<b>Website:</b> <a href="#">Bents Green School - Key Staff</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
School session times and term dates	<b>Website:</b> <a href="#">Bents Green School - Term Dates</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Contact details, postal and email address, telephone number.	<b>Website:</b> <a href="#">Bents Green School - Contact Us</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page

**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>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	<b>Hard copy:</b> available upon request - contact school	5p per page
Capital funding	<b>Hard copy:</b> available upon request - contact school	5p per page
Financial audit reports	<b>Hard copy:</b> available upon request - contact school	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six monthly interval where practical	<b>Hard copy:</b> available upon request - contact school	5p per page
Procurement and contracts the school has entered into	<b>Hard copy:</b> available upon request - contact school	5p per page
Staff pay – details of senior staff salaries in bands of £5000. For all other posts, identify levels of pay by salary range	<b>Hard copy:</b> available upon request - contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	<b>Hard copy:</b> 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.	<b>Hard copy:</b> available upon request - contact school	5p per page
Details of any premiums we receive such as Pupil Premium	<b>Website:</b> <a href="#">Bents Green School - Pupil Premium</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page

**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>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Report	<b>Hard copy:</b> available upon request - contact school	5p per page
Latest reports from OFSTED  Summary Full report post-inspection action plan	<b>Website:</b> <a href="#">Bents Green School - OFSTED</a> <b>Website:</b> <a href="#">Bents Green School - OFSTED</a> <b>Website:</b> <a href="#">Bents Green School - OFSTED</a>  <b>Hard copy:</b> available upon request - contact school	Free Free Free  5p per page
Exam and assessment results	<b>Website:</b> <a href="#">Bents Green School - Exam Results, Destination and Performance Information</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Performance tables	<b>Website:</b> <a href="http://www.gov.uk/school-performance-tables">www.gov.uk/school-performance-tables</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Careers programme information	<b>Website:</b> <a href="#">Bents Green School - Careers Programme</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
School profile  performance data	<b>Website:</b> <a href="#">Bents Green School - Ethos &amp; Values</a>  <b>Website:</b> <a href="http://www.gov.uk/school-performance-tables">www.gov.uk/school-performance-tables</a>	Free  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	<b>Hard copy:</b> available upon request - contact school	5p per page
Data Protection impact assessments	<b>Hard copy:</b> available upon request - contact school	5p per page

**Class Four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/ decisions (not individual admission decisions)	<b>Website:</b> <a href="#">Bents Green School - Admissions</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (unless an exemption applies to the information or parts of it)	<b>Hard copy:</b> 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)**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School policies	<b>Website:</b> <a href="#">Bents Green School - Policies</a>	Free
Ethos and Values	<b>Website:</b> <a href="#">Bents Green School - Ethos &amp; Values</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Safeguarding and child protection	<b>Website:</b> <a href="#">Bents Green School - Safeguarding Team</a>	Free
Protecting children's personal data	<b>Website:</b> <a href="#">Bents Green School - GDPR – Data Protection</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Equality and Diversity	<b>Website:</b> <a href="#">Bents Green School - Policies</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Policies and procedures relating to recruitment and human resources	<b>Hard copy:</b> available upon request - contact school	5p per page
Special Educational Needs	<b>Website:</b> <a href="#">Bents Green School - SEN Information Report</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page
Customer service and complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<b>Website:</b> <a href="#">Bents Green School - Policies</a> <b>Website:</b> <a href="#">Bents Green School - Freedom of Information</a> <b>Hard copy:</b> available upon request - contact school	Free Free 5p per page
Pay Policy	<b>Inspection only - contact school</b>	5p per page
Records Management	Inspection only - contact school	5p per page
Data protection	<b>Website:</b> <a href="#">Bents Green School – GDPR – Data Protection</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page

**Class Six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	<b>Website:</b> <a href="#">Bents Green School – Curriculum Overview</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Inspection only – contact school	Free
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

**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>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	<b>Not applicable</b>	
Out of school clubs	<b>Not applicable</b>	
Services for which the school is entitled to recover a fee, together with those fees	<b>Website:</b> <a href="#">Bents Green School – Policies</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Request for paper copies of information	<b>Hard copy:</b> available upon request – contact school	5p per page
School publications, leaflets, books and newsletters	<b>Website:</b> <a href="#">Bents Green School - Home</a> <b>Hard copy:</b> available upon request - contact school	Free 5p per page

## Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost <sup>^</sup>	5p per page
	Photocopying/ printing @ pence per sheet (colour)	Actual cost <sup>^</sup>	Not available
	Postage	Actual cost of Royal Mail standard 2nd class	
Statutory Fee	In accordance with the relevant legislation	In accordance with the relevant legislation	Not available

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