

Freedom of Information guide to information available from The Bellbird Primary School under the model publication scheme. School website: www.thebellbird.cambs.sch.uk

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	School website Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	Photocopy costs (PC)
Who's who in the school – staff/governors	School website/school prospectus	N/A
Who's who on the governing body and the basis of their appointment	School website	N/A
Instrument of Government	School website / Governor file	PC
Contact details for the Headteacher and for the governing body (if used))	School website / On request from School Office	N/A
School prospectus	School website On request from School Office Sent to every new family	N/A
Staffing structure	School website / prospectus / from the School Office	N/A
School session times and term dates	School website / prospectus / from the School Office	N/A
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 (Current and previous financial year as a minimum)		
Annual budget plan and financial statements	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Capitalised funding	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Additional funding	School website for Pupil Premium and Sports Funding Hard copy. To write to the Headteacher and request an	PC

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	appointment to view in school and / or photocopy	
Pay policy	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Staffing and grading structure	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Governors' allowances	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Pupil Premium funding	School website	N/A
Olympic Legacy Funding	School Website	N/A
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 assessment data <ul style="list-style-type: none"> Government supplied performance data 	Performance Data. Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy.	PC
Ofsted Report	School Website	PC
Performance management policy and procedures adopted by the governing body.	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	
School Development Plan	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy School Website	PC
Curriculum plan	School prospectus Curriculum policies on School Website Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous three years as a minimum)		
Admissions policy/decisions (not individual admission	Hard copy. To write to the Headteacher and request an	PC

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decisions)	appointment to view in school and / or photocopy	
Agendas of meetings of the full governing body and committees	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessments • Complaints procedure • Staff Code of Conduct policy • Grievance policies • Information on Subject Access Request • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy School website for pupil based policies	PC N/A
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Safeguarding Policy • Sex and relationships education • Inclusion • Accessibility plans • Admission arrangements for pupils with disabilities 	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy School website / School Prospectus	PC N/A

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<ul style="list-style-type: none"> • Equality policy statement • Collective worship • Positive Behaviour • Anti-bullying Policy 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Personal Information policy • Records retention destruction and archive policies • Data protection & GDPR (including information sharing policies) 	<p>School website</p> <p>Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy</p>	PC
<p>Charging and remissions 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.</p>	<p>Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy</p> <p>School website</p>	PC N/A
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	PC
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and school newsletters.		
Extra-curricular activities	School Website / School Prospectus / Newsletters on School website	

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Out of school clubs (FLASH)	School Website	
School publications/newletters	School Website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy	
Leaflets books and newsletters	Hard copy. To write to the Headteacher and request an appointment to view in school and / or photocopy School website	

Contact details:

The Bellbird Primary School

Tel No: 01223 833216

Link Road, Sawston. CAMBS. CB22 3GB

Email: office@thebellbird.cambs.sch.uk

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 @ 10p per sheet (black & white)	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