



Birchington CE Primary School

LEARNING AND GROWING; SAFE IN GOD'S LOVE

Guide to Information available from Birchington CEP School

This guide is to be read in conjunction with the '**Publication Scheme**' which details our commitment to publish certain information that is available to the public

This guide outlines the following:

- a. What information we publish
- b. How it is available
- c. Cost (if applicable)

There is also a 'Schedule of Charges' at the end of the guide, and details as to how to request information within the 'Publication Scheme'.

The contents of this guide have been adopted from the Information Commissioner's Office's 'Definition document for the governing bodies of maintained and other state-funded schools in England' Version 4.0 20211029.

Information to be published	How the information can be obtained	Cost
Class 1 Who we are and what we do		
Instrument of Government / Articles of Association	Hard Copy School office	0.5p per sheet
School curriculum	Website* www.birchington-primary.com Key information: Our Curriculum Hard Copy School office	Free 0.5p per sheet
Governing body Information about and duties of the governors	Website* www.birchington-primary.com About us: School Governors Hard Copy School office	Free 0.5p per sheet
School session times and term dates	Website* www.birchington-primary.com Parents/Carers: Term Dates Hard Copy School office	Free 0.5p per sheet
Location and contact information	Website* www.birchington-primary.com About us: Contact Details Hard Copy School office	Free 0.5p per sheet

Class 2 What we spend and how we spend it		
Annual budget plan and financial statements	Hard Copy School office	0.5p per sheet
Expenditures over £5,000	Hard Copy School office	0.5p per sheet
Capital funding	Hard Copy School office	0.5p per sheet
Financial audit reports	Hard Copy School office	0.5p per sheet
Procurement and contracts	Hard Copy School office	0.5p per sheet
Staff allowances and expenses	Hard Copy School office	0.5p per sheet
Staff pay and grading structures	Hard Copy School office	0.5p per sheet
Governor allowances	Hard Copy School office	0.5p per sheet
Premiums or other forms of financial support available	Website* www.birchington-primary.com Key Information: Pupil Premium Key Information: Sports Premium Hard Copy School office	Free 0.5p per sheet

Class 3 What our priorities are and how we are doing		
Performance data supplied to the DfE Exam and assessment results Performance tables	Website* www.birchington-primary.com Key information: School Performance Hard Copy School office	Free 0.5p per sheet
Latest Ofsted report	Website* www.birchington-primary.com Key information: Ofsted/Parent View Hard Copy School office	Free 0.5p per sheet
Performance management information	Hard Copy School office	0.5p per sheet
Future plans	Website* www.birchington-primary.com Parents/Carers Hard Copy School office	Free 0.5p per sheet
Data protection impact assessments (in full or summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments).	Hard Copy School office	0.5p per sheet

Class 4 How we make decisions		
Admissions policy and decisions	Website* www.birchington-primary.com Key information: Admissions Hard Copy School office	Free 0.5p per sheet
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 Copy School office	0.5p per sheet

Class 5 Our policies and procedures		
School policies and other documents	Website* www.birchington-primary.com Key information: Policies Hard Copy School office	Free 0.5p per sheet
Records management, personal data and access to information policies	Website* www.birchington-primary.com Key information: Policies Hard Copy School office	Free 0.5p per sheet
Equality and diversity	Website* www.birchington-primary.com Key information: Policies: General: Equal opportunities Hard Copy School office	Free 0.5p per sheet

Safeguarding and child protection	<p>Website* www.birchington-primary.com Key information: Policies: Safeguarding</p> <p>Hard Copy School office</p>	<p>Free</p> <p>0.5p per sheet</p>
Pay policy	<p>Hard Copy School office</p>	<p>0.5p per sheet</p>
Health and safety	<p>Website* www.birchington-primary.com Key information: Policies: Health and Safety</p> <p>Hard Copy School office</p>	<p>Free</p> <p>0.5p per sheet</p>
Policies and procedures for human resources and the recruitment of staff including current vacancies	<p>Hard Copy School office</p> <p>Website* www.birchington-primary.com Key information: Job vacancies</p>	<p>0.5p per sheet</p> <p>Free</p>
Complaints procedures, including for dealing with parental complaints	<p>Website* www.birchington-primary.com Key information: Policies: General: Complaints</p> <p>Hard Copy School office</p>	<p>Free</p> <p>0.5p per sheet</p>
Charging regimes and policies	<p>Website*</p>	<p>Free</p>

	<p>www.birchington-primary.com Key information: Policies: General: Charging Remissions</p> <p>Hard Copy School office</p>	<p>0.5p per sheet</p>
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Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Hard Copy School office	0.5p per sheet
CCTV	N/A	
Disclosure logs	Hard Copy School office	0.5p per sheet
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Hard Copy School office	0.5p per sheet

Class 7 – The services we offer		
Extra-curricular activities	Website* www.birchington-primary.com Parents/Carers: School Clubs Hard Copy School office	Free 0.5p per sheet
Out of school clubs	Website* www.birchington-primary.com Parents/Carers: School Clubs Hard Copy School office	Free 0.5p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Website* www.birchington-primary.com Key information: Policies: Charges Remissions, GDPR & Data Protection. Record Management Hard Copy School office	Free 0.5p per sheet
School publications, leaflets, books and newsletters	Website* www.birchington-primary.com Parents/Carers: Newsletters Hard Copy School office	Free 0.5p per sheet

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 @ 0.5p per sheet (black & white) – total to be rounded up to nearest 1p total If copying is predominantly in colour it will be 4.5p per sheet rounded up to nearest 1p total	Actual cost Maximum of £10
	Postage	Actual cost of Royal Mail standard 2 nd class

HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the 'Publication Scheme', please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.birchington-primary.com

Email: business.manager@birchington.kent.sch.uk

Tel: 01843 841046

Fax: 01843 846034

Contact Address: Mrs A Blake, Business Manager, Birchington CEP School, Park Lane, Birchington, Kent. CT7 0AS

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

If the information you're looking for isn't available via the scheme, and isn't available on our website, you can still contact the school to discover if the information exists.

JF – December 2024
Review – December 2026