

Guide to Information available from James Brindley Academy under the model publication scheme.

Agreed by SLT: May 2020

Agreed by FGB: July 2020

Review: July 2023

Signed by:





Information to be published.	How the information can be obtained.
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.</p>	
Who's who in the academy	Request copy
Who's who on the Governing Board and the basis of their appointment.	Website
Articles of Association	Website
Contact details for the Principal and for the Governing Board.	Website
Curriculum outline	Website
Annual Report (included as part of the Annual Accounts)	Website
Staffing structure	Request copy
School session times and term dates	Request copy and Website
Address of school and contact details, including email address.	Website
<p>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). This will be current and previous financial year information.</p>	
Annual budget plan and financial statements	Request copy
Capital funding	Request copy
Financial audit reports	Request copy
Details of expenditure items over £5000.	Request copy
Procurement and contracts the school has entered into.	Request copy
Pay policy	Request copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	Request copy
Staffing, pay and grading structure.	Request copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Request copy

<p>Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. This will be current information only.</p>	
Performance data supplied to the government	https://www.compare-school-performance.service.gov.uk/school/139526/james-brindley-school/primary
The latest Ofsted report	https://reports.ofsted.gov.uk/provider/25/139526
Performance Management Policy.	Request copy
Major proposals for the future of the school.	Request copy
Safeguarding and Child Protection Policy	Website
<p>Class 4 – How we make decisions (Decision making processes and records of decisions). This will be current and previous three year's information.</p>	
Referrals and Admissions Policy	Website
Decisions (not individual admission decisions)	Request copy
Agendas and minutes of meetings of the Governing Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Request copy
<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	
Statutory Policies Charging and Remissions Data Protection Complaints Accessibility Plan SEND Policy, Information Report and Local Offer Medical Needs ECT Policy Relationships and Sex Education Positive Behaviour Exclusion Public Sector Equality Duty Careers Provider Access Statement	Website
Statutory Policies Staff Capability	Request copy



Staff Discipline, Conduct and Grievance Health and Safety	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars	Request copy
Disclosure logs	Request copy
Asset register	Request copy
Any information the school is currently legally required to hold in publicly available registers	Request copy
Class 7 – The services we offer Current information about the services we offer.	
Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Request copy
School publications, leaflets, books and newsletters	Website

SCHEDULE OF CHARGES

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café. Single copies of information covered by this publication are provided free. If your request requires a large amount of photocopying or printing, or will incur an excessive postage charge, we will let you know the cost before fulfilling your request.



TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.7p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 1.4p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation.

* the actual cost incurred by the public authority