

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

Information to be published		
Class 1 - Who we are and what we do This will be current information only	How the information can be obtained	Cost
Who's who in the school (Staff List and Responsibilities)	School Website or Hard Copy: Contact School Office on 01642 483697	Black and White 5p per sheet
Who's who on the governing body and the basis of their appointment	School Website or Hard Copy: Hard Copy : Contact School Office on 01642 483697	free
Instrument of Government	Hard Copy : Contact school office on 01642 483697	Black and White 5p per sheet / Colour 10p per sheet
Contact details for the Head teacher and for the governing body (c/o John E. Batty)	Hard Copy: Contact School Office on 01642 483697	free

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

School prospectus	School Website	Free
School Profile	Website: https://www.compare-school-performance.service.gov.uk/school/111608?tab=primary Contact school office on 01642 483697	Free
Staffing structure	Hard Copy: Contact School Office on 01642 483697	Black and White 5p per sheet / Colour 10p per sheet
School session times (Included in Prospectus)	School Website	Free

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

Term dates	School Website	Free
<i>Information on Our Curriculum</i>	School Website	Free

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

Class 2 – What we spend and how we spend it (Current and previous financial year)	How the information can be obtained	Cost
Annual budget plan for previous two years and financial statements Including expenditure on items over £5000	Hard Copy : Contact school office on 01642 483697	Black and White 5p per sheet / Colour 10p per sheet
Capitalised funding information	Hard Copy : Contact school office on 01642 483697	5p per sheet
Additional funding	Hard Copy : Contact school office on 01642 483697	5p per sheet
Procurement and projects	Hard Copy : Contact school office on 01642 483697	Black and White 5p per sheet / Colour 10p per sheet
Pay policy	Hard Copy : Contact school office on 01642 483697	5p per sheet
Staff Allowances	Hard Copy : Contact school office on 01642 483697	5p per sheet
Staff Pay and Grading Structures Senior staff pay stated in bands of £10,000 Junior Staff in terms of salary ranges.	Hard Copy : Contact school office on 01642 483697	5p per sheet

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

Governors' allowances (Not applicable – no allowances made)	NA	NA
Scheme of Delegation and Financial Procedures	Hard Copy : Contact school office on 01642 483697	5p per sheet

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

Class 3 – What our priorities are and how we are doing Current information only	How the information can be obtained	Cost
School profile (See class one) <ul style="list-style-type: none"> Government supplied performance data 	School Website	Free
Latest Ofsted Report	Website: https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/111608	Website Free
Appraisal Policy and Procedures	Hard Copy : Contact school office on 01642 483697	5p per sheet
School Development and Improvement Plan	Hard Copy : Contact school office on 01642 483697	Black and White 5p per sheet / Colour 10p per sheet
<u>Pupil Premium Information</u>	Website	Free
<u>Sport Premium Grant</u>	Website	Free
<u>Safeguarding Policies and Procedures</u>	Website	Free

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

<p>Every Child Matters –</p> <ul style="list-style-type: none">• Child Protection Statement• Child Protection Policy• Safe Recruitment Policy• Anti-Bullying Policy• Behaviour and Discipline Policy• Pupil Attendance and Punctuality Policy• Confidentiality Policy• Educational Visits Policy• Intermit Care Policy	Website	Free
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------	------

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and up to previous three years	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and its sub-committees	Inspection Copy of latest meeting in Entrance to School – not to be removed Hard Copy : Contact school office on 01642 483697	5p per sheet
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meetings.	Hard Copy : Contact school office on 01642 483697	5p per sheet
Governors' Standing Orders	Hard Copy : Contact school office on 01642 483697	5p per sheet

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

<p>Pupil and curriculum policies:</p> <ul style="list-style-type: none">• Home-school agreement• Curriculum policy• Sex and relationships policy• <u>Special educational needs policy</u>• Accessibility plan• <u>Behaviour and Discipline (See Class 3)</u>• Arts policy• Assessment policy• Calculator policy• Drugs education policy• DT policy• Early Years Foundation Stage policy• Geography policy• Gifted and talented policy• History policy• ICT policy• English policy• Feedback and Marking policy• Music policy• Physical Education policy• Presentation of work policy• PSCHE policy• RE policy• Science policy• Sun Protection Policy	<p>Hard Copy : Contact school office on 01642 483697</p> <p>Underline policies available free on the school website</p>	<p>Black and White 5p per sheet</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none">• E-Safety Policy• Use of images policy• <u>Fair Processing Notices</u>• LA Information Security Policy• Information Request Policy• Records Retention Destruction and Archive Policies	<p>Hard Copy : Contact school office on 01642 483697</p>	<p>Black and White 5p per sheet</p>
<p>Charging regimes and policies.</p> <ul style="list-style-type: none">• <u>Charging Policy</u>• Lettings Tariffs (See Scheme of Financial Delegation)	<p>Hard Copy : Contact school office on 01642 483697</p> <p>Underlined free online on the school website</p>	<p>Website free</p> <p>Black and White 5p per sheet</p>

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard Copy : Contact school office on 01642 483697	Free
Asset registers	Inspection only: Contact school office on 01642 483697 to make an appointment	Free
Disclosure Logs	Unavailable	NA
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy : Contact school office on 01642 483697	Black and White 5p per sheet

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How the information can be obtained	Cost
Information held on extra-curricular activities	Website Hard Copy : Contact school office on 01642 483697	Website - Free Black and White 5p per sheet
Services for which the school is entitled to recover a fee, together with those fees Out of School Club Registration Information Out of School Club Policy	Hard Copy : Contact school office on 01642 483697	Free
Information Leaflets Books	Hard Copy : Contact school office on 01642 483697	Black and White 5p per sheet / Colour 10p per sheet
Newsletters	Website Hard Copy : Contact school office on 01642 483697	Website Free Hard Copy – First Copy – Free Second Copy - Black and White 5p per sheet

Contact details:

Martin Kitchen (Head Teacher) John Emmerson Batty Primary School, Walnut Grove, Redcar, TS10 3PG

SCHEDULE OF CHARGES

Freedom of Information

Guide to information available from John E. Batty Primary School under the model publication scheme

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 5p For printing/photocopying
	Photocopying /Printing @ 10p Per sheet (colour)	Actual cost 10p For printing /photocopying colour
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		