

Freedom of Information – Publication Scheme

Guide to information available from The BRIT School under the model publication scheme

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	How the information can be obtained	Cost
This will be current information only		
Who's who in the school	Website/ Hardcopy	* cost of photocopying & postage
Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website / Contact the School	
School prospectus (if any)	Website	
Staffing structure	Hardcopy	* cost of photocopying & postage
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	

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<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hardcopy	* cost of photocopying & postage
Capital funding	Hardcopy	* cost of photocopying & postage
Financial audit reports	Hardcopy	* cost of photocopying & postage
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy	* cost of photocopying & postage
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hardcopy	* cost of photocopying & postage

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Pay policy	Hardcopy	* cost of photocopying & postage
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hardcopy	* cost of photocopying & postage
Staffing, pay and grading structure for all staff.	Hardcopy	* cost of photocopying & postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy	* cost of photocopying & postage

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website</p> <p>Website</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hardcopy</p>	<p>* cost of photocopying & postage</p>
<p>Performance data or a direct link to it</p>	<p>Website</p>	
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Hardcopy</p>	<p>* cost of photocopying & postage</p>
<p>Safeguarding and child protection</p>	<p>Website</p>	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hardcopy	* cost of photocopying & postage

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website	
<p>Charging regimes and 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	Website	

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Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register). * Some information may only be available by inspection		
Curriculum circulars and statutory instruments	Hardcopy	* cost of photocopying & postage
Disclosure logs	*Inspector	
Asset register	*Inspector	
Any information the school is currently legally required to hold in publicly available registers	*Inspector	

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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		
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Hardcopy	* cost of photocopying & postage
School publications, leaflets, books and newsletters	Website	

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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 @ 1.3p per sheet (black & white)	Actual cost
	Photocopying/printing @ 6.2p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	The cost limit for complying with a request, or a linked series of requests from the same person or group is £450	In accordance with the relevant legislation (Section 12 of the Freedom of Information Act)

* the actual cost incurred by the public authority