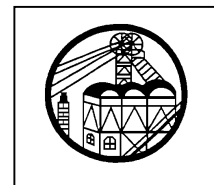


Burradon Community Primary School



Freedom of Information Information available from Burradon Community Primary School under the model publication scheme



September 2025

Date of next review: September 2026

Miss Hunter

Information available from Burradon Community Primary School under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<u>Information to be published</u>	<u>How you can obtain the information</u>	<u>Cost</u>
Class 1 - Who we are and what we do (organisational information, structures and contacts) (Current information only)		
Address of school, location, contact details, including email address and telephone number	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Contact+Us&pid=15 Hard Copy: available upon request – contact school	Free 5p per page
Who's who in the school	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Who%27s+Who&pid=16 Hard Copy: available upon request – contact school	Free 5p per page
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+Governing+Body&pid=56 Hard Copy: available upon request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+Governing+Body&pid=56 Hard Copy: available upon request – contact school	Free 5p per page

Contact details for the Headteacher and for the governing body, via the school (named contacts where possible)	<p>Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Contact+Us&pid=15</p> <p>https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+Governing+Body&pid=56</p> <p>Hard Copy: available upon request – contact school</p>	Free 5p per page
Staffing Structure	<p>Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Who%27s+Who&pid=16</p> <p>Hard Copy: available upon request – contact school</p>	Free 5p per page
School prospectus	<p>Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+School+Prospectus&pid=20</p> <p>Hard Copy: available upon request – contact school</p>	Free 5p per page
School session times and term dates	<p>Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Opening+Hours&pid=17</p> <p>https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Holiday+Dates&pid=64</p> <p>Hard Copy: available upon request – contact school</p>	Free 5p per page
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 and financial statements	Hard Copy: available upon request – contact school	5p per page
Capital funding	Hard Copy: available upon request – contact school	5p per page
Financial Audits reports	Hard Copy: available upon request – contact school	5p per page

Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard Copy: available upon request – contact school	5p per page
Procurement and contracts we have 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)	Hard Copy: available upon request – contact school	5p per page
Pay Policy	Hard Copy: available upon request – contact school	5p per page
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 salary is at least £60,000 per annum) by reference to categories	Hard Copy: available upon request – contact school	5p per page
Staffing pay and grading structure. As a minimum the pay information should include salaries for senior staff members (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Hard Copy: available upon request – contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy: available upon request – contact school	5p per page
Details of any premiums we receive such as Pupil premium.	Hard Copy: available upon request – contact school	5p per page
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 Profile (if any)	Hard Copy: available upon request – contact school	5p per page

Performance data supplied to the English Government or a direct link to the data	<p>Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Performance+Data&pid=50</p> <p>Hard Copy: available upon request – contact school</p>	Free 5p per page
The latest OFSTED report and post inspection action plan	<p>Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Ofsted+Reports&pid=57</p> <p>Hard Copy: available upon request – contact school</p>	Free 5p per page
Performance management policy and procedures adopted by the governing body	<p>Hard Copy: available upon request – contact school</p>	5p per page
Performance data or a direct link to it	<p>Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Performance+Data&pid=50</p> <p>Hard Copy: available upon request – contact school</p>	Free 5p per page
The school's future plan; for example, proposals for and any consultation on the future plans of the school, such as changes in status.	<p>Hard Copy: available upon request – contact school</p>	5p per page
Safeguarding and Child Protection	<p>Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Child+Protection+and+Safeguarding+Contacts&pid=18</p> <p>https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&pid=60</p> <p>Hard Copy: available upon request – contact school</p>	Free 5p per page
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	<p>Hard Copy: available upon request – contact school</p>	5p per page

Careers programme information	Hard Copy: available upon request – contact school	5p per page
Class 4 – How we make decisions? Decision making processes and records of decisions) (Current and previous three years as a minimum)		
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Admissions&pid=54 Hard Copy: available upon request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard Copy: available upon request – contact school	5p per page
Class 5 – Our policies and procedures? (current and written protocol, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English Government. These will include policies and procedures for handling information requests)		
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&pid=60 Hard Copy: available upon request – contact school	Free 5p per page
Charging regimes and policies	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&pid=60 Hard Copy: available upon request – contact school	Free 5p per page
School policies and other documents, such as behaviour policy, anti-bullying policy, E-Safety, values and ethos etc.	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&pid=60 https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+Vision+and+Values&pid=19	Free 5p per page

	Hard Copy: available upon request – contact school	
Safeguarding and child protection, including protecting children’s personal data	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&pid=60 Hard Copy: available upon request – contact school	Free 5p per page
Equality and Diversity	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&pid=60 Hard Copy: available upon request – contact school	Free 5p per page
Policies and procedures relating to recruitment and human resources	Hard Copy: available upon request – contact school	5p per page
Special educational needs	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&pid=60 https://www.burradoncommunityprimaryschool.co.uk/page/?title=SEND&pid=61 Hard Copy: available upon request – contact school	Free 5p per page
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&pid=60 Hard Copy: available upon request – contact school	Free 5p per page
Pay Policy	Hard Copy: available upon request – contact school	5p per page
Class 6 – Lists and registers? (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: https://www.burradoncommunityprimaryschool.co.uk/page/?title=Curriculum+subjects%27+intent+and+implementation&pid=22	Free

	Hard Copy: available upon request – contact school	5p per page
Disclosure logs	Inspection only - contact school	5p per page
Asset register	Inspection only - contact school	5p per page
Any information we are currently legally required to hold in publicly available registers	Inspection only - contact school	5p per page
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Inspection only - contact school	5p per page
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: https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Opening+Hours&pid=17 Hard Copy: available upon request – contact school	Free 5p per page
Out of school clubs	Hard Copy: available upon request – contact school	5p per page
Services for which we are entitled to recover a fee, together with those fees	Hard Copy: available upon request – contact school	5p per page
Requests for paper copies of information	Hard Copy: available upon request – contact school	5p per page
Our publications, leaflets, books and newsletters	Website: https://www.burradoncommunityprimaryschool.co.uk Hard Copy: available upon request – contact school	5p per page

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<u>TYPE OF CHARGE</u>	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>	<u>COST</u>
Disbursement cost	Photocopying / printing @ pence per sheet (black & white)	Actual cost*	5p per page
	Photocopying / printing @ pence per sheet (colour)	Actual cost*	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class	Standard letter 85p Large Letter £1.55 Letter over 250g £2.10
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)		Not applicable

* the actual cost incurred