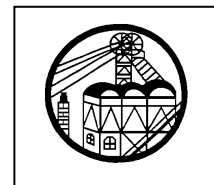


# Burradon Community Primary School



## **Freedom of Information**

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



**September 2026**

Date of next review: September 2027

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

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| Contact details for the Headteacher and for the governing body, via the school (named contacts where possible)                                                                                                                      | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Contact+Us&amp;pid=15">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Contact+Us&amp;pid=15</a><br><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+Governing+Body&amp;pid=56">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+Governing+Body&amp;pid=56</a><br><br><b>Hard Copy:</b> available upon request – contact school                         | Free<br><br><br><br><br>5p per page |
| Staffing Structure                                                                                                                                                                                                                  | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Who%27s+Who&amp;pid=16">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Who%27s+Who&amp;pid=16</a><br><br><b>Hard Copy:</b> available upon request – contact school                                                                                                                                                                                                                                  | Free<br><br><br><br><br>5p per page |
| School prospectus                                                                                                                                                                                                                   | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+School+Prospectus&amp;pid=20">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+School+Prospectus&amp;pid=20</a><br><br><b>Hard Copy:</b> available upon request – contact school                                                                                                                                                                                                              | Free<br><br><br><br><br>5p per page |
| School session times and term dates                                                                                                                                                                                                 | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Opening+Hours&amp;pid=17">https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Opening+Hours&amp;pid=17</a><br><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Holiday+Dates&amp;pid=64">https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Holiday+Dates&amp;pid=64</a><br><br><b>Hard Copy:</b> available upon request – contact school | Free<br><br><br><br><br>5p per page |
| <b>Class 2 - What we spend and how we spend it?</b> (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                                                                                                                                                                                              | <b>Hard Copy:</b> available upon request – contact school                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5p per page                         |
| Capital funding                                                                                                                                                                                                                     | <b>Hard Copy:</b> available upon request – contact school                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5p per page                         |
| Financial Audits reports                                                                                                                                                                                                            | <b>Hard Copy:</b> available upon request – contact school                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5p per page                         |

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| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)                                                                                           | <b>Hard Copy:</b> available upon request<br>– 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)                                            | <b>Hard Copy:</b> available upon request<br>– contact school | 5p per page |
| Pay Policy                                                                                                                                                                                                                             | <b>Hard Copy:</b> available upon request<br>– 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 | <b>Hard Copy:</b> available upon request<br>– 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      | <b>Hard Copy:</b> available upon request<br>– contact school | 5p per page |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors                                                                                                                     | <b>Hard Copy:</b> available upon request<br>– contact school | 5p per page |
| Details of any premiums we receive such as Pupil premium.                                                                                                                                                                              | <b>Hard Copy:</b> available upon request<br>– contact school | 5p per page |
| <b>Class 3 – What our priorities are and how we are doing?</b> (strategies and plans, performance indicators, audits, inspections and reviews) (current information as a minimum)                                                      |                                                              |             |
| School Profile (if any)                                                                                                                                                                                                                | <b>Hard Copy:</b> available upon request<br>– contact school | 5p per page |

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| Performance data supplied to the English Government or a direct link to the data                                                                                                                   | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Performance+Data&amp;pid=50">https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Performance+Data&amp;pid=50</a><br><br><b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                              | Free<br><br>5p per page |
| The latest OFSTED report and post inspection action plan                                                                                                                                           | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Ofsted+Reports&amp;pid=57">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Ofsted+Reports&amp;pid=57</a><br><br><b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                                | Free<br><br>5p per page |
| Performance management policy and procedures adopted by the governing body                                                                                                                         | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5p per page             |
| Performance data or a direct link to it                                                                                                                                                            | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Performance+Data&amp;pid=50">https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Performance+Data&amp;pid=50</a><br><br><b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                              | Free<br><br>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.                                                            | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5p per page             |
| Safeguarding and Child Protection                                                                                                                                                                  | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Child+Protection+and+Safeguarding+Contacts&amp;pid=18">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Child+Protection+and+Safeguarding+Contacts&amp;pid=18</a><br><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&amp;pid=60">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&amp;pid=60</a><br><br><b>Hard Copy:</b> available upon request<br>– contact school | Free<br><br>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 | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5p per page             |

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| Careers programme information                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                                                                                                                                        | 5p per page             |
| <b>Class 4 – How we make decisions?</b> 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> )                                                                                                                                                                                                                                                                 | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Admissions&amp;pid=54">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Admissions&amp;pid=54</a><br><br><b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                          | Free<br><br>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.                                                                                                                                                                                                                                                                                                                   | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                                                                                                                                        | 5p per page             |
| <b>Class 5 – Our policies and procedures?</b> (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<br><br>Records retention, destruction and archive policies)<br><br>Data protection (including information sharing and CCTV usage policies)                                                                                                                                                                                                                                                               | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&amp;pid=60">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&amp;pid=60</a><br><br><b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                              | Free<br><br>5p per page |
| Charging regimes and policies                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&amp;pid=60">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&amp;pid=60</a><br><br><b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                              | Free<br><br>5p per page |
| School policies and other documents, such as behaviour policy, anti-bullying policy, E-Safety, values and ethos etc.                                                                                                                                                                                                                                                                                                                                       | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&amp;pid=60">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Policies&amp;pid=60</a><br><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+Vision+and+Values&amp;pid=19">https://www.burradoncommunityprimaryschool.co.uk/page/?title=Our+Vision+and+Values&amp;pid=19</a> | Free<br><br>5p per page |

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

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|                                                                                                                                                                                                   | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                   | 5p per page             |
| Disclosure logs                                                                                                                                                                                   | <b>Inspection only</b> - contact school                                                                                                                                                                                                                                                        | 5p per page             |
| Asset register                                                                                                                                                                                    | <b>Inspection only</b> - contact school                                                                                                                                                                                                                                                        | 5p per page             |
| Any information we are currently legally required to hold in publicly available registers                                                                                                         | <b>Inspection only</b> - contact school                                                                                                                                                                                                                                                        | 5p per page             |
| CCTV<br><br>Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf                                                                                       | <b>Inspection only</b> - contact school                                                                                                                                                                                                                                                        | 5p per page             |
| <b>Class 7 – The services we offer?</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only) |                                                                                                                                                                                                                                                                                                |                         |
| Extra-curricular activities                                                                                                                                                                       | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Opening+Hours&amp;pid=17">https://www.burradoncommunityprimaryschool.co.uk/page/?title=School+Opening+Hours&amp;pid=17</a><br><br><b>Hard Copy:</b> available upon request<br>– contact school | Free<br><br>5p per page |
| Out of school clubs                                                                                                                                                                               | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                   | 5p per page             |
| Services for which we are entitled to recover a fee, together with those fees                                                                                                                     | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                   | 5p per page             |
| Requests for paper copies of information                                                                                                                                                          | <b>Hard Copy:</b> available upon request<br>– contact school                                                                                                                                                                                                                                   | 5p per page             |
| Our publications, leaflets, books and newsletters                                                                                                                                                 | <b>Website:</b><br><a href="https://www.burradoncommunityprimaryschool.co.uk">https://www.burradoncommunityprimaryschool.co.uk</a><br><br><b>Hard Copy:</b> available upon request<br>– 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.

| <b><u>TYPE OF CHARGE</u></b> | <b><u>DESCRIPTION</u></b>                                              | <b><u>BASIS OF CHARGE</u></b>                            | <b><u>COST</u></b>                                                  |
|------------------------------|------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------|
| <b>Disbursement cost</b>     | 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 <sup>nd</sup> class | Standard letter 85p<br>Large Letter £1.55<br>Letter over 250g £2.10 |
| <b>Statutory Fee</b>         | In accordance with the relevant legislation (quote the actual statute) |                                                          | Not applicable                                                      |

\* the actual cost incurred