

Freedom of Information

Guide to information available from **Broadway First School** under the model publication scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	http://www.broadway.worcs.sch.uk/about-us/meet-the-staff	
Who's who on the governing body / board of governors and the basis of their appointment	https://www.broadway.worcs.sch.uk/about-us/governors	
Instrument of Government	https://www.broadway.worcs.sch.uk/about-us/governors	
Contact details for the Head teacher and for the governing body, via the school	Head (Mr Lee Poultney) and Governing Board contactable via School office Email: office@broadway.worcs.sch.uk Tel: 01386 852485	

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	Fax: 01386 859052	
School prospectus	http://www.broadway.worcs.sch.uk/images/Prospectus/BFS_AtoZ_generic_23_june_17.pdf	
Staffing structure	Available on request	
School session times and term dates	Normal session times: 8.50am – 12 (Key Stage 1), 8.50 – 12.10 (Key Stage 2); 1pm - 3.10pm (All) Term dates - http://www.broadway.worcs.sch.uk/parents/term-dates	
Address of school and contact details, including email address.	Broadway First School Lime Tree Avenue Broadway Worcestershire WR12 7BD	

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	http://www.broadway.worcs.sch.uk/contact-us office@broadway.worcs.sch.uk Tel: 01386 852485 Fax: 01386 859052	
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 plan and financial statements	Via School Office	£2.50 admin plus copying cost
Capital funding	Via School Office	£2.50 admin plus copying cost
Pay policy	Via School Office	£2.50 admin plus copying cost

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Governors' allowances policy	https://www.broadway.worcs.sch.uk/images/Governors/Policies/Gov_Allowance_Policy_FPC_Dec18.pdf	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	The 'Learning Improvement Plan' is a working document used within the school with staff and Governors	
The latest Ofsted report	https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/116656	
Our school motto, vision, aim, values and approach are all summed up in one ' Vision ' document on the website	http://www.broadway.worcs.sch.uk/about-us/governors	

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Performance data link (.gov.uk info)	https://www.compare-school-performance.service.gov.uk/school/116656?tab=workforce-and-finance	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Will be published on the website and via school newsletter as appropriate	
Safeguarding policy	The latest policy can be found on this page: https://www.broadway.worcs.sch.uk/statutory-information/policies	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions arrangements	http://www.broadway.worcs.sch.uk/about-us/admission-	

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	arrangements	
Minutes of meetings of the governing body	http://www.broadway.worcs.sch.uk/about-us/governors	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. Statutory policies and procedures are available on our website</p>	<p>Via website: https://www.broadway.worcs.sch.uk/statutory-information/policies</p> <p>Or hard copies available via school Office</p>	£2.50 admin plus copying cost
Records Management – see 'Privacy Notice'	https://www.broadway.worcs.sch.uk/statutory-information/policies	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include</p>		

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the attendance register).		
Governors Register of interests	http://www.broadway.worcs.sch.uk/about-us/governors	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	http://www.broadway.worcs.sch.uk/ Or via school office	
Out of school clubs	http://www.broadway.worcs.sch.uk/ Or via school office	
School newsletters – via the website	http://www.broadway.worcs.sch.uk/parents/newsletters	
Additional Information None		

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Estimated cost (Including machine maintenance and copying cost)
	Photocopying/printing @ 50p per sheet (colour)	Estimated cost (Including machine maintenance and copying cost)
	Admin fee @ £2.50 to cover average time to process a request	Estimated Cost (appx. ¼ of an hour at £10 per hour rate)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (where applicable)