

# **Broomhill First School Freedom of Information Publication Scheme**

*Adopted by Broomhill First School's Governing  
Body*

Reviewed: September 2021

## **Freedom of Information Act**

This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.

- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.  
The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## **Classes of information**

### **Who we are and what we do**

Broomhill First School is much smaller than average first school for pupils aged 3-9. Currently, there are 83 children on roll. The school has a Governing Body consisting of 8 governors.

The school is situated in the village of Broomhill in semi-rural farmland and draws most of its pupils from the surrounding farms and villages. The school has served the local community for 87 years and still operates out of the original building. Broomhill ranks as the 9609th on the latest indices of deprivation.

The proportion of pupils known to be eligible for free school meals is 20%, which is 1% lower than the national average (Northumberland average is 19.6%). Most pupils are of White British heritage (97.7%) and speak English as their first language (2.3% have English as an additional language). The proportion of pupils with special educational needs and/or disabilities, including those who have a statement of special educational needs, is above average (school = 18%, Northumberland = 11.5%, National 12.2%). 9% of our school population has an EHCP to support their additional needs (National 3.7%). We have low pupil mobility. In the year 2021-22, 4 children (2 families) have left the school and one child has one child has joined the school, all were a result of family relocation.

The school has many awards including achieving Healthy School status and the Activemark for the promotion of a healthy lifestyle.

### **Instrument of Government**

The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.

### **School prospectus/website**

- the name, address, website, email address and telephone number of the school, and the type of school
- the names of the headteacher, Designated Safeguarding Leads, SENDCo, and Subject Leads

- General information about the school's policies/procedures on: pastoral care and
- behaviour, early year's foundation stage curriculum, phonics, inclusion at Broomhill First School (including the provision for children with special education needs and disabilities) and extra-curricular activities.
- School terms and holiday dates

### **Broomhill First School Information for New Starters**

Information given or sent following the offer of a place at Broomhill. The initial information is usually sent in June in the year of admission, further information is given at the 'new parents evenings' in July or sent to those that are not able to attend. Information includes:

- the name, address, website and telephone number of the school, and the type of school
- the name of the headteacher
- a booklet for the parents/carers to complete and return, containing home and school partnership agreement, pupil details, school online safety rules and parent/carer online
- safety consent form
- school term dates
- Acceptable use of school computers - for pupil
- Uniform list and information on uniform suppliers
- Free School Meal Eligibility and Pupil Premium application form
- Information about our Extended Care
- Privacy notice
- Images and videos parental consent form as part of our SV5 data collection form
- Guide to Attendance and Punctuality

### **Nursery**

In addition to the above the Nursery pack includes:

- A welcome letter
- 30-hours funded childcare eligibility form (for parents of children doing 30-hours)
- Registration form
- Nursery admissions policy, which includes terms and conditions

### **The Governing Body**

Names of the Governors are published on our website:

[http://www.broomhill.northumberland.sch.uk/web/meet\\_our\\_governing\\_body/100608](http://www.broomhill.northumberland.sch.uk/web/meet_our_governing_body/100608)

### **Policies**

Copies of all statutory policies are available on our school website:

<http://www.broomhill.northumberland.sch.uk/web/policies/100614>

## **What we spend and how we spend it**

### **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

### **Appraisal Policy**

Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures

### **Pupil Premium & PE and Sport Premium**

Statements published on the website of how the school has used funding provided to close the gap in attainment of disadvantaged children and to outline the impact of PE and Sport funding has made in the school

## **What our priorities are and how we are doing**

### **Performance data supplied to the government**

Performance data is available on our website.

### **Latest Ofsted report**

A link to the latest school Ofsted report can be found on our website.

### **Performance management information**

The school has a disciplinary and capability procedure in place, which is a statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance. These policies were created in collaboration with Northumberland County Council's HR team.

### **The school's future plans**

Any major proposals for the future of the school involving, for example, consultation on a change in school status will be notified to parents and published on our website.

### **Safeguarding and child protection**

The school's Child Protection and Safeguarding Policy is a statement of policy for safeguarding and promoting the welfare of pupils at the school.

## How we make decisions

### Admissions policy / decisions

The school's admission arrangements and procedures are led by Northumberland County Council. Please visit their website for details. <https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

Admissions for our Nursery can be found on our website in the *Policies* section.

### Minutes of meetings of the governing body and its committees

Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) are available on request, with the exception of information that is properly considered to be private to the meeting.

## Our policies and procedures

Class	Description
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.
Equality Policy	Statement of policy for promoting equality.
Health and Safety Policy and risk assessments	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
Complaints policy and Statement for dealing with allegations of abuse against staff	Statement of procedures for dealing with complaints and allegations of abuse against staff.

## Lists and registers

### Curriculum circulars and statutory instruments

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum.

### Asset register

Information is available on request for any lists, held at the school, of capital assets.

**Any other information the school is currently legally required to hold in publicly available registers would be available to the public.**

### The services we offer

Information about the services the school provides including leaflets, guidance and newsletters:

Extra-curricular activities

After School clubs Extended Care (Breakfast Club and After School Club)

School publications

Services for which the school is entitled to recover a fee, together with those fees

Leaflets, booklets and newsletters

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public (£450). Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chair of Governors:

Ann Gray (ann.gray@broomhill.northumberland.sch.uk)

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



Policy source: ICO's Model Publication Scheme v3 and Freedom of Information Act 2000, definition document for the governing bodies of maintained schools v1.2.