

Freedom of Information

Guide to information available from The Jubilee with Pebblebed Federation (Branscombe, Broadhembury, Farway, Littleham and Woodbury Salterton CE Primary Schools) under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk	None

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	www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	
Who's who on the governing body / board of governors and the basis of their appointment	School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	None
Instrument of Government / Articles of Association	School Websites www.branscombe.devon.sch.uk	None

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	sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk www.littleham.devon.sch.uk	None

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	www.woodbury-salterton.devon.sch.uk	
Staffing structure	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	None
School session times and term dates	School Websites www.branscombe.devon.sch.uk	None

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	www.broadhembury.devon.sch.uk www.farway.devon.sch.uk www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	
Address of school and contact details, including email address.	School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	None

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	salterton.devon.sch.uk	
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	Hard Copy (school office) or School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	
Annual budget plan and financial statements	By request to the school office admin@branscombe.devon.sch.uk	Per Sheet Charge

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	admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	
Capital funding	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk	Per Sheet Charge

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	admin@woodbury-salterton.devon.sch.uk	
Financial audit reports	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	Per Sheet Charge
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	By request to the school office admin@branscombe.devon.sch.uk	None

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	on.sch.uk admin@broadhembury.d evon.sch.uk admin@farway.devon.sc h.uk admin@woodbury- salterton.devon.sch.uk	
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).	By request to the school office admin@branscombe.dev on.sch.uk admin@broadhembury.d evon.sch.uk admin@farway.devon.sc h.uk admin@littleham.devon.s	None or Per Sheet Charge

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	ch.uk admin@littleham.devon.sch.uk	
Pay policy	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	None
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or	By request to the school office	None

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equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk	None

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	admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	None
Class 3 – What our priorities are and how we are doing	By request to the school	Per

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<p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk</p>	<p>Sheet Charge</p>
<p>School profile (if any)</p> <p>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 	<p>School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk</p>	<p>None</p>

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<ul style="list-style-type: none"> The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	
Performance management policy and procedures adopted by the governing body.	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	None

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Performance data or a direct link to it	School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	None
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk	None

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	www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	
Safeguarding and child protection	School Websites www.branscombe.devon.sch.uk www.broadhembury.devon.sch.uk www.farway.devon.sch.uk www.littleham.devon.sch.uk www.woodbury-salterton.devon.sch.uk	None
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

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Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	None
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).	By request to the school office admin@branscombe.devon.sch.uk	None if email-ed or

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	on.sch.uk admin@broadhembury.d evon.sch.uk admin@farway.devon.sc h.uk admin@littleham.devon.s ch.uk admin@woodbury- salterton.devon.sch.uk	Cost Per Sheet
Class 5 – Our policies and procedures (Current written protocols, 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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling	(hard copy or website)	

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information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.		
<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) 	<p>School Websites or By request to the school office</p> <p>admin@branscombe.devon.sch.uk</p> <p>admin@broadhembury.devon.sch.uk</p> <p>admin@farway.devon.sch.uk</p> <p>admin@littleham.devon.sch.uk</p> <p>admin@woodbury-salterton.devon.sch.uk</p>	<p>None if email-ed or Cost Per Sheet</p>

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<p>Charging regimes and policies.</p> <p>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.</p> <p>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>	<p>By request to the school office</p> <p>admin@branscombe.devon.sch.uk</p> <p>admin@broadhembury.devon.sch.uk</p> <p>admin@farway.devon.sch.uk</p> <p>admin@littleham.devon.sch.uk</p> <p>admin@woodbury-salterton.devon.sch.uk</p>	<p>None if email-ed or Cost Per Sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>By request to the school</p>	<p>Cost</p>

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	office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	Per Sheet
Disclosure logs	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk	Cost Per Sheet

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	h.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	
Asset register	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk h.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	Cost Per Sheet

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Any information the school is currently legally required to hold in publicly available registers	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	Cost Per Sheet
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	(hard copy or website; some information may only be available by inspection)	

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Extra-curricular activities	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	None
Out of school clubs	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk	None

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	admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	None

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School publications, leaflets, books and newsletters	By request to the school office admin@branscombe.devon.sch.uk admin@broadhembury.devon.sch.uk admin@farway.devon.sch.uk admin@littleham.devon.sch.uk admin@woodbury-salterton.devon.sch.uk	Cost Per Sheet
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SCHEDULE OF CHARGES

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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 @ current click charge per sheet (black & white) (ask office for current charge)	Actual click charge cost from photocopying contract
	Photocopying/printing @ current click charge per sheet (colour) (ask office for current charge)	Actual click charge cost from photocopying contract
	Postage	Actual cost of Royal Mail standard 2 nd class

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Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority