

Freedom of Information

Guide to information available from Bacon Garth Primary School 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) Pupils • Age Range: 3 – 11 • Gender: Mixed • Number of Pupils: 239 • School Capacity: 242 Details • Headteacher: Mrs Elizabeth Fieldhouse • Boarding Provision: N/A • Type: Primary • Religious Character: N/A • Local Authority: East Riding of Yorkshire • Region: Yorkshire and The Humber • Address: Bacon Garth Primary School, The Garth, Cottingham, HU16 5BP	Full details available on the School Website: https://www.bacongarth.co.uk /	N/A

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Telephone: 01482849521		
Who's who in the school Staffing Lists are published on the schools' website.	https://www.bacongarth.co.uk /	N/A
Who's who on the governing body / board of governors and the basis of their appointment Full details on the Full Governing Body are on the schools' website.	https://www.bacongarth.co.uk /	N/A
Instrument of Government / Articles of Association Full details on the Full Governing Body are on the schools' website.	https://www.bacongarth.co.uk /	N/A

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). Headteacher: Mrs Elizabeth Fieldhouse Chair of Governors: Mrs Susan Burgess Email: office@bacongarth.co.uk Telephone: 01482849521 Address: Bacon Garth Primary School, The Garth, Cottingham, HU16 5BP.	Email: office@bacongarth.co.uk	N/A
School Information School information is available on the website and reviewed annually. The following is included in the school prospectus. • Our Vision Statement • The School's Place in the Community • Aims & Ethos • Partnership with Parents • Admissions • The school day • School Times • Special Needs and Inclusion	https://www.bacongarth.co.uk /	N/A

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• Health Education and Citizenship • Sex and Relationship Education • School Council • Parent, Teacher and Friends Association ('Friends of Bacon Garth') • Religious Education • School Security and Child Protection • School Meals • Packed lunches • The Curriculum • Music Lessons • Homework • Policies • Other Activities and Events • Extra Curricular Activities • National Awards & Inspection • Water and Fruit • School outings • Absence, Illness and Medicines • Procedure for Dentist/Doctors • Holidays • Uniform • P.E		
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Good Behaviour		
Annual Report (if any)		
Staffing structure School information is available on the website and reviewed annually.	https://www.bacongarth.co.uk /	N/A
School session times and term dates Term dates available on the website, start time 8.50am and finish time 3.15pm Monday to Friday.	https://www.bacongarth.co.uk /	N/A
Address of school and contact details, including email address. Bacon Garth Primary School, The Garth, Cottingham East Yorkshire, HU16 5BP	https://www.bacongarth.co.uk /	N/A

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Email: Office@bacongarth.co.uk Telephone: 01482849521		
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)	https://www.bacongarth.co.uk /	
Annual budget plan and financial statements Section 151 of the Local government Act 1972 states that every Local Authority shall plan for the administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. The Financial Regulations for schools are made under Section 151 of the Local Government Act 1972. The governing body has strategic role in the financial management in schools and its key responsibilities include: • Setting financial priorities through the school improvement plan • 5 Year financial plan • The annual budget The Consistent Financial Reporting Framework provides a standard template for schools to collect information about their income and expenditure by financial years, which	https://www.gov.uk/guidance/consistent-financial-reporting-framework-2023-to-2024	In line with the charging framework with the Charging Policy.

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maintained schools provide to their Local Authority in a finance statement each year.		
Capital funding The Consistent Financial Reporting Framework provides a standard template for schools to collect information about their income and expenditure by financial years, which maintained schools provide to their Local Authority in a finance statement each year. Capital funding and spend is incorporated with the CFR.	https://www.gov.uk/guidance/consistent-financial-reporting-framework-2023-to-2024	In line with the charging framework with the Charging Policy.
Financial audit reports The following documents are produced in conjunction with the Local Authority as part of the year end processes. 1. Final funding outturn statement 2. CFR return 3. Analysis of balances Monthly reconciliation is undertaken in line with transaction and budget reports produced by the Local Authority. Audit reports are available for the School Fund.	Copies of annual reports can be produced on request. Please contact the School office.	In line with the charging framework with the Charging Policy.
Details of expenditure items over £2000 Procedures for this expense is documented in the Local Financial Procedures. Expenditure	Detailed of school expenditure is available on request. Please contact the	In line with the charging framework

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over £2000 is subject to a procurement process.	school office.	with the Charging Policy.
Procurement and contracts the school has entered into Section 8 of the Local Financial Procedures documents the process for purchasing. This includes obtaining quotations, obtaining tenders and contract specifications.	A copy of the Local Financial Procedures is available on request. Please contact the school office.	In line with the charging framework with the Charging Policy.
Pay policy The pay policy set out the framework for making decisions on teachers' pay. All teachers employed at Bacon Garth Primary School are paid in accordance with this policy which has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD).	A copy of the pay policy is available on request. Please contact the school office.	In line with the charging framework with the Charging Policy.
Staff allowances and expenses Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (SLT or equivalent, whose basic salary is at least £60000 per annum) by reference to categories.	A copy of Travel and Subsistence policy is available on request. Please contact the school office.	In line with the charging framework with the Charging Policy.

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This is documents in our Travel and Subsistence Policy.		
Staffing, pay and grading structure. The pay and grading structure for teaching staff is agreed at National, Trade Union and Local Authority level. Information is published in the school Pay Policy. Further information is available on the UK Government website.	https://www.gov.uk/government/publications/school-teachers-pay-and-conditions	In line with the charging framework with the Charging Policy.
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		
Class 3 - What our priorities are and how we are doing		
School Development Plan School development planning is a continuous process with evaluation and review. The plan sets out how we aim not only to maintain performance but to raise overall school standards, individual pupil achievement and to place staff development at the heart of school improvement. It documents the dynamic relationship with the wide community.	https://www.find-school-performance-data.service.gov.uk/school/117875/bacon-garth-primary-school	N/A

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A copy of the latest Ofsted Report is published on our schools' website.	https://www.gov.uk/government/publications/school-inspections-a-guide-for-parents	
Performance management policy and procedures adopted by the governing body A copy of the policy and procedures can be produced on request.	A copy of Performance Management policy is available on request. Please contact the school office.	N/A
Performance data or a direct link to it	https://www.find-school-performance-data.service.gov.uk/school/117875/bacon-garth-primary-school/primary	N/A
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Not Applicable	N/A
Safeguarding and child protection Our school community fully recognises the contribution it can make to protect and support pupils in school. The Child Protection Policy details the aims of Bacon Garth Primary School	https://www.bacongarth.co.uk/policies/	N/A

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to safeguard and promote our pupils' welfare, safety and health by adhering an honest, safe, caring and supportive climate. Pupil safety is paramount importance in our aspirations to achieve the best outcomes for our children. The schools' commitment to children's welfare is our responsibility and concern. Information on safeguarding and Health and Safety can be found on our schools' website.		
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions The Admission Policy is agreed in consultation with the East Riding of Yorkshire Council a copy can be found on our schools' website.	https://www.bacongarth.co.uk/policies/	N/A
Agendas and minutes of meetings of the governing body and its committees. Agendas and minutes of meetings are available on request.	Agendas and minutes of meetings are available on request. Please contact the school office.	N/A

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including: • Records retention, destruction and archive policies • Data protection (including information sharing policies) • Freedom of Information Policy • Pupil/Staff Privacy Notice The school has an appointed Data Protection Officer, to contact the school regarding any Data Protection matters please contact office@bacongarth.co.uk. The General Data Protection Regulations came into effect in May 2018. It brought higher standards for handling data and greater expectations for improved transparency, enhanced data security and increased accountability for processing personal data. Schools have a legal duty to comply with GDPR.	https://www.bacongarth.co.uk/policies/	N/A
Charging regimes and policies. Fees that are chargeable are within the charging values framework. Details of which can	https://www.bacongarth.co.uk/policies/	In line with the charging

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be seen in our charging policy. Health and Safety • Complaints Procedure • Staff Conduct Policy • Discipline and Grievance Policy • Information Request Handling Policy • Equality and Diversity Policy (including Equal Opportunities) • Safer Recruitment Policy Pupil and Curriculum policies. • Home School Agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility • Race Equality • Collective Worship • Pupil Discipline		framework with the Charging Policy.
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance		

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register).		
Curriculum circulars The curriculum consists of all the planned activities that we organise in order to promote learning and personal growth and development. It includes not only the formal requirements of the National Curriculum, but also the range of extra-curricular activities that enrich the experience of the children. It includes the 'hidden curriculum', or what the children learn from the way they are treated and expected to behave. We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their true potential. Our school curriculum is underpinned by the values that we hold dear at our school. The curriculum is the means by which the school achieves its objective of educating children in the knowledge, skills and understanding that they need in order to lead fulfilling lives.	https://www.bacongarth.co.uk/policies/	N/A
Disclosure logs The schools disclosure log and Freedom of Information log responses to requests made under the Freedom of Information Act 2000.	Details are available on request. Please contact the school office.	N/A
Asset register	The Local Financial	N/A

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The school holds asset registers for IT, School property, safe custody and control of cash. Procedures are detailed in the Local Finance Procedures 2020.	Procedures is available on request. Please contact the school office.	
Any information the school is currently legally required to hold in publicly available registers The school holds a number of records related to premises, health and safety, system operations, fire and alarm systems, asbestos, COSHH, legionella and water management.	Details available on request. Please contact the school office.	
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 A range of extra-curricular activities are offered by the school, information about our clubs can be found on the school website. Sport news, events and activities are published on the school website.	https://www.bacongarth.co.uk /	N/A
Out of school clubs	https://www.bacongarth.co.uk /	N/A

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Breakfast club operates between 7.30am - 8.50am. After school clubs operate 3.15pm - 4.30pm. Monday to Friday term time only.		
Details of the provision can be found on the school website.		
Services for which the school is entitled to recover a fee, together with those fees Fees that are chargeable are within the charging values framework. Details of which can be seen in our Charging Policy.	https://www.bacongarth.co.uk /	N/A
School publications, leaflets, books and newsletters The following publications, leaflets, books and newsletters are published on the school website. • Newsletters • School Dinner Menu • SEND Information • Medical Advice • School Uniform	https://www.bacongarth.co.uk /	N/A
Additional Information This will provide schools with the opportunity to publish information that is not itemised in	https://www.bacongarth.co.uk /	N/A

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the lists above • Pupil Premium • Sports Premium • Catch up Premium - COVID-19 We welcome any comments or suggestions you may have regarding the publication scheme. If you require further assistance or wish to make a complaint, please mark the subject 'private and confidential' and address it to the Headteacher, Bacon Garth Primary School, The Garth, Cottingham, HU16 5BP. If you are not satisfied that your complaint has been resolved then this should be addressed to the information commissioner's office. The UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF. https://ico.org.uk/		

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SCHEDULE OF CHARGES

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 @ 0.05p per sheet (black & white)	As per the Charging Values Framework.
	Photocopying/printing @ 0.30p per sheet (colour)	As per the Charging Values Framework.
	Postage 1 ST £1.10 2 ND £0.75	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