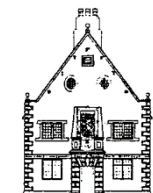


Bunny C of E Primary School

Published Guide to Information

Last reviewed November 2023



Information	How the information can be obtained	Cost
Class 1: Who we are and what we do (organisational information, structures and contacts) (current info only)		
Who's who in the school	Website: https://www.bunnyprimaryschool.com/whos-who/ Hard copy: available on request- contact school	Free 5p a sheet
Who's who on the Governing Body	Website: https://www.bunnyprimaryschool.com/governors-1/ Hard copy: available on request- contact school	Free 5p a sheet
Instrument of Governance	Website: https://www.bunnyprimaryschool.com/governors-1/ Hard copy: available on request- contact school	Free 5p a sheet
Contact details for the headteacher and Governing Body, via the school (named contacts where possible)	Website: https://www.bunnyprimaryschool.com/contact-details/ Hard copy: available on request- contact school	Free 5p a sheet
Staffing structure	Website: https://www.bunnyprimaryschool.com/whos-who/ Hard copy: available on request- contact school	Free 5p a sheet
School session times and term dates	Website: https://www.bunnyprimaryschool.com/our-school-day/ https://www.bunnyprimaryschool.com/school-holiday-and-term-dates/ Hard copy: available on request- contact school	Free 5p a sheet
Address of school and contact details, including email address	Website: https://www.bunnyprimaryschool.com/contact-details/ Hard copy: available on request- contact school	Free 5p a sheet
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	Hard copy: available on request- contact school	5p a sheet

	Email copy: available on request- contact school	Free
Capital funding	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Financial audit reports	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Details of expenditure items over £2000- published at least annually but at a more frequent quarterly or 6 monthly intervals where practical	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Procurement and contracts the school has entered in to, 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)	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Pay policy	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
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 actual salary is at least £60,000 per annum) by reference to categories	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior leadership team or equivalent or above) in bands of £10,000; for more junior posts, by salary range	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Governors allowances that can be incurred or claimed, and a record of total payments made to individual Governors.	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Class 3: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		

School profile (if any) And in all cases: Performance data supplied to the English Government or a direct link to the data The latest OFSTED report Post-inspection action plan	Website: https://bunnyprimaryschool.com/performance-tables/ Website: https://www.bunnyprimaryschool.com/performance-tables-and-data-summary/ Website: https://reports.ofsted.gov.uk/provider/21/122751 Hard copy: available on request- contact school	Free Free Free 5p a sheet
Performance management policy and procedures adopted by the Governing body	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Performance data or a direct link to it	Website: https://www.bunnyprimaryschool.com/performance-tables-and-data-summary/ Hard copy: available on request- contact school	Free 5p a sheet
The schools future plans; for example, proposals for and any consultation about the future of the school, such as a change in status	Hard copy: available on request- contact school Email copy: available on request- contact school	5p a sheet Free
Safeguarding and child protection	Website: https://www.bunnyprimaryschool.com/safeguarding-and-wellbeing-resources/ Hard copy: available on request- contact school	Free 5p a sheet
Class 4: How we make decisions (decision making process and records of decisions) (current and previous 3 years as a minimum)		
Admissions policy/ decisions (not individual decisions)	Website: https://www.bunnyprimaryschool.com/admissions-2/ Hard copy: available on request- contact school	Free 5p a sheet
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)	Hard copy: available on request- contact school Inspection copy: available on request- contact school	5p a sheet Free
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 English Government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including:	Website: https://www.bunnyprimaryschool.com/policies/	Free

<ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Hard copy: available on request- contact school	5p a sheet
Class 6: Lists and registers (currently maintained list and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: https://www.bunnyprimaryschool.com/our-curriculum/ https://www.bunnyprimaryschool.com/class-pages/ Hard copy: available on request- contact school	Free Free 5p a sheet
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
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)		
Extra-curricular activities	Website: https://bunny-c-of-e-school.secure-primarysite.net/school-clubs/ Hard copy: available on request- contact school	Free 5p a sheet
Out of school clubs	Website: https://bunny-c-of-e-school.secure-primarysite.net/school-clubs/ Hard copy: available on request- contact school	Free 5p a sheet
Services for which the school is entitled to recover a fee, together with those fees	Website: https://bunny-c-of-e-school.secure-primarysite.net/policies/ Hard copy: available on request- contact school	Free 5p a sheet
School publications, leaflets, books and newsletters	Website: https://bunny-c-of-e-school.secure-primarysite.net/topic/news-and-events Hard copy: available on request- contact school	Free 5p a sheet

Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet (black and white)	Actual cost	5 pence per page
	Photocopying/printing @ pence per sheet (colour)	Actual cost	NA
	Postage	Actual cost of Royal mail standard second class	From 75 pence
Statutory fee	In accordance with the relevant legislation		NA