



# Barnett Wood Infant School

## Published Guide to Information 2025-26



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.

Information	How the information can be obtained	Cost
<b>Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)</b>		
Who's who in the school	<b>Website:</b> <a href="#">Our Staff   Barnett Wood Infant School</a> <b>Hard copy:</b> available upon request - contact school	Free
Who's who on the governing body and the basis of their appointment	<b>Website:</b> <a href="#">governors-overview-for-website.pdf (primarysite-prod-sorted.s3.amazonaws.com)</a> <b>Hard copy:</b> available upon request - contact school	Free
Instrument of Government / Articles of Association	<b>Website:</b> <a href="#">barnett-wood-instrument-of-governance-sealed.pdf (primarysite-prod-sorted.s3.amazonaws.com)</a> <b>Hard copy:</b> available upon request - contact school	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<b>Website:</b> <a href="#">Contact Us   Barnett Wood Infant School</a> <b>Hard copy:</b> available upon request - contact school	Free
Staffing structure	<b>Website:</b> <a href="#">Our Staff   Barnett Wood Infant School</a> <b>Hard copy:</b> available upon request - contact school	Free
School session times and term dates	<b>Website:</b> <a href="#">Term dates   Barnett Wood Infant School</a> <b>Hard copy:</b> available upon request - contact school <b>Website:</b> <a href="#">School Hours   Barnett Wood Infant School</a> <b>Hard copy:</b> available on request – contact the school	Free

Address of school and contact details, including email address

**Website:** [Contact Us | Barnett Wood Infant School](#)

**Hard copy:** available upon request - contact school

Free

Information	How the information can be obtained	Cost
<b>Class two: 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)</b>		
Annual budget plan and financial statements	<b>Hard copy:</b> available upon request - contact school	5p per page
Capital funding	<b>Hard copy:</b> available upon request - contact school	5p per page
Financial audit reports	<b>Hard copy:</b> available upon request - contact school	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	<b>Hard copy:</b> available upon request - contact school	5p per page
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)	<b>Hard copy:</b> available upon request - contact school	5p per page
Pay policy	<b>Hard copy:</b> available upon request - contact school	5p per page
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	<b>Hard copy:</b> available upon request - contact school	5p per page
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.	<b>Hard copy:</b> available upon request - contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<b>Hard copy:</b> available upon request - contact school	5p per page



Information	How the information can be obtained	Cost
<b>Class five: 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)</b>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• information security policies</li> <li>• records retention, destruction and archive policies</li> <li>• data protection (including information sharing policies)</li> </ul>	<b>Website:</b> <a href="#">Policies   Barnett Wood Infant School</a>  <b>Hard copy:</b> available upon request - contact school	Free
Charging regimes and policies  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. 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').	<b>Website:</b> <a href="#">Policies   Barnett Wood Infant School</a>  <b>Hard copy:</b> available upon request - contact school	Free
<b>Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)</b>		
Curriculum circulars and statutory instruments	<b>Website:</b> <a href="#">Ofsted   Barnett Wood Infant School</a>  <b>Hard copy:</b> available upon request - contact school	Free Free
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

Information	How the information can be obtained	Cost
<b>Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)</b>		
Extra-curricular activities	<b>Website:</b> <a href="#">Clubs   Barnett Wood Infant School</a> <b>Hard copy:</b> available upon request - contact school	Free
Out of school clubs	<b>Website:</b> <a href="#">Clubs   Barnett Wood Infant School</a> <b>Hard copy:</b> available upon request - contact school	Free
School publications, leaflets, books and newsletters	<b>Website:</b> <a href="#">Newsletters   Barnett Wood Infant School</a> <b>Hard copy:</b> available upon request - contact school	Free  5p per page

## Schedule of charges

Type of charge	Description	Basis of charge	Charge
<b>Disbursement costs</b>	Photocopying/ printing @ pence per sheet (black and white)	Actual cost <sup>^</sup>	5 pence per page
	Photocopying/ printing @ pence per sheet (colour)	Actual cost <sup>^</sup>	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	56 pence
<b>Statutory Fee</b>	In accordance with the relevant legislation		not applicable

<sup>^</sup>*the actual cost incurred by the public authority*