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Guide to information available from Barmby Moor Primary School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

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) Barmby Moor CE Primary School Educating pupils from the ages of 2 to 11 years Executive Headteacher: Mr J Baxter Chair of Governors: Mr S Williamson Governance: Foundation	School website www.barmbymoor.com School prospectus https://barmbymoor.com/_documents/%5B619424%5DBarmby_Moor_CE_Primary_School	*Free

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Ages: 2-11 years Published Admission Number: 17 Most documents are available on the school's website. If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact address: Barmby Moor CE Primary School, Flat Lane, Barmby Moor YO42 4EQ Contact email: barmbymoor.primary@eastriding.gov.uk Contact telephone: 01759 304409 *Our school works in partnership with the church and the wider community to give a caring and nurturing environment. Together we enable and equip everyone to have life to the full as Jesus promised. This vision is underpinned by the values of hope, friendship, respect, forgiveness, perseverance, tolerance and thankfulness.* "*I have come that they may have life, and have it to the full*" (John 10 v.10) We will realise our Vision through the following aims:	Prospectus 2020-21.pdf	

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• demonstrating, as a Church school, our Christian values in action • consistently high standards of teaching • providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute • excellent leadership and governance • encouraging a love of learning by participating in experiences full of opportunity and creativity • pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all • a partnership of pupils, teachers, parents, governors and the local community • targets are challenging and achievable • to have creative and enquiring minds enabling them to become confident individuals who reach their full potential and succeed in Modern Britain This publication scheme is a means of showing how we are pursuing these aims.		

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Who's who in the school A staff list can be accessed at: https://barmbymoor.com/our_school/staff/staff.html	School website www.barmbymoor.com School prospectus https://barmbymoor.com/_documents/%5B619424%5DBarmby_Moor_CE_Primary_School_Prospectus_2020-21.pdf	N/A
Who's who on the governing body / board of governors and the basis of their appointment A governor list can be accessed at: https://barmbymoor.com/our_school/governors/governing_body.html	School website www.barmbymoor.com School prospectus https://barmbymoor.com/_documents/%5B619424%5DBarmby_Moor_CE_Primary_School_Prospectus_2020-	N/A

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	21.pdf	
Instrument of Government / Articles of Association The name of the school: Barmby Moor CE Primary School The category of the school: Church of England, Foundation The name of the Governing Body: Barmby Moor CE Primary School Governing Body The constitution of the Governing Body: 3 Parent Governors, 3 Co-opted Governors, 1 Authority Governor, 4 Foundation Governors and the Headteacher. The term of office for each category of Governor: 4 years The name of anybody entitled to appoint any category of Governor: Governors can be appointed by the Local Authority and the Diocese, and elected by Parents and staff of the school. The school is not a Trust. The school is affiliated to the Church of England. A governor list can be accessed at:	DfE website https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/118122#school-governance School prospectus https://barmbymoor.com/_documents/%5B619424%5DBarmby_Moor_CE_Primary_School_Prospectus_2020-21.pdf	N/A

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https://barmbymoor.com/our_school/governors/governing_body.html		
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible). The Executive Headteacher is Mr Jamie Baxter. The Chair of Governors is Mr Shaun Williamson. The Headteacher and Governors are contactable through the school. Contact address: Barmby Moor CE Primary School, Flat Lane, Barmby Moor YO42 4EQ Contact email: barmbymoor.primary@eastriding.gov.uk Contact telephone: 01759 304409	Contact email: barmbymoor.primary@eastriding.gov.uk	N/A
School prospectus (if any) What is included in the prospectus: • Headteacher, Chair of Governors and School Vicar Welcomes • Vision, Aims and Values • Contact Details	School prospectus https://barmbymoor.com/_documents/%5B619424%5DBarmby_Moor_CE_Primary_School_Prospectus_2020-	*Free

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• School Classification • Catchment Area • Visiting Arrangements • Religious Affiliations • Staff List • Governing Body • The School Day • Admissions Policy • The Curriculum • Key Stage 2 Test Results • Religious Education • Collective Worship • PSHE and RSE Education • Special Educational Needs • Charging for Pupil Activities • Curriculum Activities • Freedom of Information • Extended School Activities • Private Lettings	21.pdf	

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• School Awards • Equal Opportunities • Friends of the School • School Meals • Pupils Welfare • Medical Information • Illness in School/Absence • Home-School Transport • Primary-Secondary Transfer • Child Protection and Code of Conduct • Parent Consultations • Newsletter • Homework • Assemblies/Collective Worship • School Council • Residentials • Volunteers in School • Privacy Notices • Local Authority		

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Annual Report (if any) It is no longer statutory to publish the Governing Body's annual report to parents.		N/A
Staffing structure A staff list can be accessed at: https://barmbymoor.com/our_school/staff/staff.html	School website www.barmbymoor.com	N/A
School session times and term dates This information is available in the school prospectus.	School prospectus https://barmbymoor.com/_documents/%5B619424%5DBarmby_Moor_CE_Primary_School_Prospectus_2020-21.pdf	N/A
Address of school and contact details, including email address.	School website www.barmbymoor.com	N/A

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Contact address: Barmby Moor CE Primary School, Flat Lane, Barmby Moor YO42 4EQ Contact email: barmbymoor.primary@eastriding.gov.uk Contact telephone: 01759 304409		
Section 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 and/or website)	
Annual budget plan and financial statements A document entitled the CFR summary outlines the budget plan and how money is allocated across all departments for five years.	All financial information is available from the school office in hard copy.	*Free
Capital funding This is included in the CFR document.	All financial information is available from the school office	*Free

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	in hard copy.	
Financial audit reports The School Fund Account (Local Authority audit) Internal Audit (Local Authority audit) The School's budget is reconciled on a monthly basis by the School Business Manager and is managed by the Headteacher. The School Business Manager prepares a monthly monitoring report using information provided in Local Authority-produced budget prints. The budget is monitored monthly by the Headteacher, Finance Committee and Local Authority. The Local Authority also produces end-of-year accounts for the school.	All financial information is available from the school office in hard copy.	*Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. All expenditure items over £2000 is available annually.	All financial information is available from the school office in hard copy.	*Free
Procurement and contracts the school has entered into, or information	All financial	*Free

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relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). All contracts and Service Level Agreements are identifiable in the school's five year budget plan.	information is available from the school office in hard copy.	
Pay policy This is available on the school website.	Pay policy: https://barmbymoor.com/_documents/%5B650764%5DPolicy_on_School_Teachers_Pay_2020-21.pdf	N/A
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. Travel and accommodation expenses can be claimed by staff.	Disclosure of this information is possible in hardcopy.	*Free
Staffing, pay and grading structure. As a minimum the pay	https://www.gov.uk/go	*Free

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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. The Headteacher is paid on the National Teachers' Leadership Scale. Teaching staff are paid on the Teachers' Main Pay Scale or Upper Pay Scale. All support staff are paid on the Local Government Pay Scale.	vernment/publications/school-teachers-pay-and-conditions All pay scales can be provided in hard copy.	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. It is exceptionally rare that any claim is made.	These can be requested from the school office.	*Free
Section 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	

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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 - Summary - Full report	The school's latest Ofsted report is published on the school website: https://barmbymoor.com/_documents/%5B75466%5DBarmby_Moor_CofE_Primary_School_Ofsted_Inspection_2017.pdf The school's latest SIAMs report is published on the school website: https://barmbymoor.com/_documents/%5B280821%5DSIAMs_Inspection_Report_Oct_15.	*Free

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	pdf	
Performance management policy and procedures adopted by the governing body.	All Performance Management policies and procedures are available in hardcopy from the school office.	*Free
Performance data or a direct link to it	The school's Performance data is published on the school website: https://barmbymoor.com/key_information/results/results.html	*Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status There are no plans to change the status of the school.	N/A	N/A

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Safeguarding and child protection These are our Safeguarding policies: • Keeping Children Safe in Education • Child Protection and Safeguarding • Child Protection and Safeguarding – Staff Guidance • Acceptable Use • Code of Conduct • E-Safety • Looked After Children • Inspecting Safeguarding in Early Years, Education and Skills Settings • Overarching Safeguarding Guidance • Prevent Duty Guidance • Prevent Flowchart • Safeguarding Children and Young People and Vulnerable Adults • Safeguarding – Whistleblowing • Staff Email Use (LA Adopted)	All Safeguarding policies and procedures are published on the school website: https://barmbymoor.com/_documents/%5B606116%5D_541926_Barmby_Moor_Strategic_CP_Safe_Policy_September_2020.pdf https://barmbymoor.com/key_information/policies/policies.html	N/A

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• Recruitment and Selection • Supporting Pupils with Medical Needs • Visitors to School • Volunteer Helpers • Working Together to Safeguard Children • What to do if you are worried a child is being abused • Young Person's Guide to Working Together to Safeguard Children These are our Health & Safety policies: • Accident Incident Investigation Guidance (ERYC) • Accidents and Incidents Reporting (ERYC) • Asthma Information • Anaphylaxis Information • Asbestos Guidelines ERYC • Asbestos Policy • Corporate Health and Safety Policy • Corporate Health and Safety Policy Report • COSHH Safety Guidance ERYC	All our Health & Safety policies and procedures are published on the school website: https://barmbymoor.com/key_information/policies/policies.html	

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• Data Protection Act • Diabetes Information • Display Screen Equipment Policy • Educational Visits Policy – Need to go to Govs October 2021 • Electricity at Work Guidance ERYC • Epilepsy Information • Fire Safety Guidance ERYC • Food Policy • Head Lice Advice • Health and Safety Manual • Health and Safety Policy • Homeworking Safety Guidance • Infection Control Safety Guidance • Moving and Handling of Objects Safety Guidance ERYC • Moving and Handling of People Safety Guidance • New and Expectant Mothers Safety Guidance • Personal Emergency Evacuation Plans • PPE Safety Guidance ERYC • Use of Reasonable Force		

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• Use of Tools in D&T • Wellbeing at Work Policy ERYC		
Section 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable The admission of pupils to Barmby Moor CE Primary School and the Admissions policy is set out by East Riding of Yorkshire Council, in consultation with the Diocese of York.	East Riding of Yorkshire Council admissions policies and procedures are available from East Riding of Yorkshire Council: https://www.eastriding.gov.uk/learning/schools-colleges-and-	*Free

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	academies/schools-and-school-places/school-admissions-and-catchment-finder/school-places-and-admissions/ East Riding of Yorkshire Council, County Hall, Beverley, East Riding of Yorkshire HU17 9BA Telephone: 01482 393939	
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).	These are available in hardcopy from the school office.	*Free

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Minutes from the termly full Governing Body meetings Minutes from the Governing Body's committees: • Curriculum and Quality Assurance • Health & Safety • Finance & Personnel		
Section 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 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	(hard copy or website) All our policies are published on the school website and are updated at least every three years. www.barmbymoor.com	*Free

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equality scheme / statement in accordance with the Northern Ireland Act 1998. Art and Design Assessment, Recording, Reporting and Target Setting Computing Design and Technology Effective Teaching and Learning English E Safety EYFS Geography Gifted and Talented History Languages Marking and Feedback Policy Mathematics Music		

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Overarching Arts Policy P.E. and Sports P.S.C.E. R.E. Science S.E.N.D. Sex and Relationships Education Policy **Wrap Around Care Policies** Admissions Policy Before & After School Club Policy Attendance Policy British Values Statement Policy Fair Trade Policy International Policy Worship Policy **Professional Policies**		

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Appraisal Pack Appraisal Best Value Policy Curriculum Coordinators' Review Template Pay Policy Subject SEF Template **Safeguarding Policies** Keeping Children Safe in Education Keeping Children Safe in Education (Part 1) Child Protection and Safeguarding Policy Child Protection and Safeguarding – Staff Guidance Acceptable Use Policies Code of Conduct E Safety Policy FGM – Mandatory Reporting FGM – Multi-Agency Statutory Guidance Good Behaviour Policy		

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Looked After Children Policy Garton on the Wolds Primary Publication Scheme Initial Allegation Management Inspecting Safeguarding in Early Years, Education and Skills Settings Overarching Safeguarding Policy Prevent Duty Guidance PREVENT Flowchart Safeguarding Children and Young People and Young Vulnerable Adults Policy Safeguarding – Whistleblowing Staff Email Use Policy (LA Adopted) Recruitment and Selection Policy Sex and Relationships Education Supporting Pupils with Medical Needs Visitors to School Policy Volunteer Helpers Policy Working Together to Safeguard Children What to do if you're worried a child is being abused Young Person's Guide to Working Together to Safeguard Children		

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Health & Safety Policies Accident Incident Investigation Guidance ERYC Accidents and Incidents Reporting ERYC Asthma Information Anaphylaxis Information Asbestos Guidelines ERYC Asbestos Policy Corporate Health and Safety Policy Corporate Health and Safety Policy Report COSHH Safety Guidance ERYC Data Protection Act Dealing With Stress Diabetes Information Display Screen Equipment Educational Visits Policy Electricity At Work Guidance ERYC		

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Employee Personal Protection Epilepsy Information Fire Safety Guidance ERYC Food Policy Guidance for School Safe Working Head Lice Advice Health and Safety Manual Health and Safety Policy Hold Open Device Guidance ERYC Homeworking Safety Guidance Infection Control Safety Guidance Legionella Code Of Practice and Guidelines ERYC Moving and Handling of Objects Safety Guidance ERYC Moving and Handling of People Safety Guidance New and Expectant Mothers Safety Guidance Personal Emergency Evacuation Plans PPE Safety Guidance ERYC Safer Working Practices Use of Reasonable Force		

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Use of Tools in D & T Vibration at Work Wellbeing at Work Policy ERYC Work Equipment Lifting Safety **Equality Policies** Disability Equality Scheme English as an Additional Language Equal Opportunities Policy Equality Policy Inclusion Policy Race Equality Policy **Complaints Policy** **Data Protection Policies**		

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Privacy Notice – Pupils and Parents Privacy Notice – Workforce Barmby Moor CE Primary School Data Protection Policy Data Protection Retention Schedule		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) The school has an Information Governance Service Level Agreement with East Riding of Yorkshire Council. The school follows the detailed lists provided by the Local Authority for the scheduling of retention, destruction and archiving of information.	Security procedures are available in hardcopy from the school office. East Riding procedures are available from East Riding of Yorkshire Council, County Hall, Beverley, East Riding of Yorkshire HU17 9BA Telephone: 01482 393939	Free

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	The school's Data Protection policy is available on the school website: https://barmbymoor.com/_documents/%5B611962%5DData_Protection_Policy_February_2021.pdf	
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	The Charging policy is available on the school website: https://www.barmbymoor.com/_documents/%5B592487%5DCharging_Policy_Jan21.pdf	*Free

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complete the Guide to information”). This information is detailed in the school’s Charging policy.		
Section 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments Curriculum information is published termly and distributed to parents and carers. Long-term plan information is published on the school website.	Curriculum information is available on the school website: Long Term Plans added for 2021-22	*Free
Disclosure logs The Designated Safeguarding Lead is responsible for maintaining all disclosure logs. The Designated Safeguarding Governor provides	A hardcopy is available for inspection by authorised parties.	N/A

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external oversight.		
Asset register The school maintains a list of assets.	A hardcopy is available for inspection in the school office.	N/A
Any information the school is currently legally required to hold in publicly available registers The school holds a number of logs related to its buildings, health and safety operations and duties, e.g. Fire and Alarm Systems, Asbestos, COSHH, Legionella and Water management, etc.	Hard copies are available for inspection in the school office.	N/A
Section 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 A range of out of school activities are offered by the school and these are published in the fortnightly newsletter.	Newsletters are available on the school website: https://barmbymoor.com/parents/newsletters/newsletters.html Newsletters are also available as hard copies from the school office.	*Free
Out of school clubs The school has a Breakfast Club prior to the start of the school day and an After School Club providing childcare after the school day.	Information is available in hard copy from the school office. Information is also provided on the school website: https://barmbymoor.c	*Free

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	om/parents/wrap_around_care/wrap_around_care.html	
Services for which the school is entitled to recover a fee, together with those fees Fees are charged for extended school activities – see Charging policy.	Charging policy https://www.barmbymoor.com/_documents/%5B592487%5DCharging_Policy_Jan21.pdf	*Free
School publications, leaflets, books and newsletters The following are published on the school website: • School prospectuses • Fortnightly newsletter • Menus (half-termly) • Local Authority School Absence Guidance for Parents – Medical Appointments and Illnesses • Pupil Premium reports • Sport Premium reports	School website www.barmbymoor.com	*Free

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• Absence information and guidance • Wraparound Care		
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
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 ***Headteacher, Barmby Moor CE Primary School, Flat Lane, Barmby Moor, YO42 4EQ*** 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. The UK's independent authority set up to uphold information rights in the public		

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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.

*Single copies of information covered by this publication are provided free. If a request for information requires a lot of printing, or a post charge is incurred, the costs will be levied. The charge will be communicated before fulfilling the request.

As per the school's Charging and Remissions policy, the cost for 2020/21 (from September 2020) will be 5p for b/w and 10p for colour per copy and includes VAT.