



# Brackenwood Infant School

Pulford Road, Bebington, Wirral, Merseyside, CH63 2HN

Email: [schooloffice@brackenwood-infant.wirral.sch.uk](mailto:schooloffice@brackenwood-infant.wirral.sch.uk)

Tel: 0151 608 9117

Headteacher: Mr C. Mervyn



## Guide to Information

### Information available from Brackenwood Infant School under the model publication scheme

Information to be published	How you can obtain the information	Cost
<p><b>1. Who we are and what we do (current information only)</b></p> <p>Information about school; our structure, location, contact information such as postal and email address and telephone number</p>	<p>School website or via phone or email to school office  <a href="https://www.brackenwood-infant.wirral.sch.uk/">https://www.brackenwood-infant.wirral.sch.uk/</a>   <a href="mailto:schooloffice@brackenwood-infant.wirral.sch.uk">schooloffice@brackenwood-infant.wirral.sch.uk</a>             0151 608 9117</p>	<p>Free</p> <p>Call costs dependent on service provider</p>
School staff, governors, governing body contact information	School website or school office (see previous details)	Free
Instrument of government, committee information and linked governors	School website or school office (see previous details)	Free
School start and finish times, inset days and term dates	School website or school office (see previous details)	Free
<p><b>2. What we spend and how we spend it (current and previous financial year)</b></p> <p>Financial information about projected and actual income and expenditure</p>	<p>School bursar via the school office.            Financial benchmarking reports on school website or GOV.UK</p>	Free
Annual budget and financial statements	School bursar via the school office. Financial benchmarking reports on school website or GOV.UK	Free

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Capital funding	School bursar via school office	Free
Grants received - Pupil premium, PE Sport Grant and Catch-up funding	School website or school office	Free
Staff and governor allowances	School bursar via the school office	Free
Procurement and contracts (SLAs)	School bursar via the school office	Free
Charging and remissions policy	School website or school office	Free
<b>3. What our priorities are and how we are doing (current information only)</b>  Strategies, performance indicators, audits and reviews	School website, school office or GOV.UK	Free
Ofsted inspections and reports	School website, school office or Ofsted website	Free
Assessment results, performance tables and school profile	School website, school office or GOV.UK	Free
Data Protection assessments	School office or Data Protection Officer at Judicium Consulting Limited <a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>	Free
Assessments including Health and Safety, Safeguarding and Equality (as appropriate and relevant)	School office	Free
<b>4. How we make decisions (current and previous 3 years)</b>  Admissions guidelines and Local Authority decision making criteria, processes and outcomes	School website  Wirral Local Authority Primary Admissions team on 0151 606 2000	Free  Call costs dependent on service provider

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Assessment guidance and policies	School website, school office or GOV.UK	Free
Agendas and minutes of governor and committee meetings unless exempt	School office or clerk to governors via the school office	Free
<b>5. Our policies and procedures (current information only)</b>  Protocols, policies and procedures for delivering our services	School website or school office	Free
School policies including behaviour, uniform, teaching and learning	School website or school office	Free
Safeguarding, child protection and complaints policies	School website or school office	Free
Policies and procedures relating to recruitment and human resources	School office  Wirral Local Authority 0151 606 2000	Free  Call costs dependent on service provider
Record management policies including GDPR, data protection, information security, e-safety, data retention and privacy notices	School website, school office or Data Protection Officer at Judicium Consulting Limited <a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>	Free
Special Educational Needs	School website, school office, SENDCO via school office or Wirral Local Authority SEND offer <a href="http://localofferwirral.org/">http://localofferwirral.org/</a>	Free
CCTV footage and retention relating to images from cameras on the premises	School office	Free

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<p><b>6. Lists and Registers (current information only - does NOT include attendance registers)</b></p> <p>Lists and registers as appropriate and relevant including asset register and register of destruction</p>	School office	Free
Disclosure logs – relating to FOIA and EIR requests	School office	Free
Class lists (suitably anonymised)	School office	Free
<p><b>7. The services we offer (current information only)</b></p> <p>Newsletters and weekly bulletins</p>	<p>School office</p> <p>ParentMail 0344 815 5555 <a href="mailto:enquire@parentmail.co.uk">enquire@parentmail.co.uk</a></p>	<p>Free</p> <p>Call costs dependent on service provider</p>
Before and after school care and holiday club	<p>School website or school office</p> <p>Charlie’s Childcare 07936571416</p>	<p>Free</p> <p>Call costs dependent on service provider</p>
Extra-curricular clubs	School website or school office	Free
Parent groups and PTA	School website or school office	Free
ELSA and NELI services	ELSA and NELI coordinators via school office	Free
Volunteering, work experience and placements	Deputy Headteacher via school office	Free

For any additional information that is not itemised in the lists above, please contact the school office. Some information may only be available by inspection.

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## Schedule of Charges

Information can be obtained free of charge via our website or via email from the school office. Should substantial amounts of information or hard copies be required, the charge will be calculated on request.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 0.002541p per sheet (black and white)	Actual cost
	Photocopying @ 0.02541p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class service
Statutory fee		In accordance with the relevant legislation
Other	Administration fees	Maximum of £20 per hour up to 15 hours

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