

# The Beacon Church of England (VA) Primary and Pre-School

## Freedom of Information Publication Scheme.

Approved by the Governing Board (FGB) on 9/2/2026

Review date Spring Term, first half 2029

<b>Class 1 – Who we are and what we do</b> <i>Organisational information, structures, locations and contacts.</i> The Beacon Church of England (V.A.) Primary School is a Voluntary Aided school for children from the age of 4 through to 11. We also have a Governor-Run Pre-School for children aged 2+ and Governor-Run Breakfast, After School and Holiday Clubs. We are based on one site at 1 Beacon Place, Exmouth, Devon EX8 2SR.	<b>How the information can be obtained</b>	<b>Cost</b>
<p>Information in this class will be current information only.</p> <ul style="list-style-type: none"> <li> <p><b>Instrument of government or articles of association</b>  <b>School prospectus and curriculum</b></p> <p>The contents of the school prospectus (we do not have a physical prospectus, see website)            An outline of the school curriculum.</p> </li> <li> <p><b>Governing body</b></p> <p>Make available the names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school.</p> </li> <li> <p><b>Information about and duties of the governors</b></p> <p>Publish information on your governing body in accordance with the relevant <a href="#">statutory guidance</a>.</p> </li> <li> <p><b>Gender pay gap reporting</b></p> <p>Read the Government’s guidance on the <a href="#">gender pay gap reporting</a> to find out what information you need to publish.            Publish this data annually if you have a head count of 250 staff or more.</p> </li> <li> <p><b>School session times and term dates</b></p> <p>Provide details of school session times and dates of school terms and holidays.</p> </li> <li> <p><b>Location and contact information</b></p> <p>Address of school and contact details, including email address.            Email: <a href="mailto:admin@beacon-ce-primary.devon.sch.uk">admin@beacon-ce-primary.devon.sch.uk</a>            Tel: 01395 264300            Fax: 01395 223169</p> </li> </ul>	<p>Request to Headteacher            School Website</p> <p>School Website</p> <p>School Website</p> <p>n/a</p> <p>School Website</p>	<p>No cost to website items</p>

<p>Contact Address: The Beacon Church of England (VA) Primary School, 1 Beacon Place, Exmouth, Devon EX8 2SR.</p> <p>Anne Billington – Headteacher Caroline Walshaw - Chair of Governors Lisa Bastin – Clerk to Governors</p> <p>Provide the address, telephone number, email and website address for the school, together with the names of key personnel. Also provide the names and positions of all staff, and how they may be contacted via the school.</p>	<p>School Website</p>	
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<p><b>Class 2 – What we spend and how we spend it</b> <i>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</i></p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>
<p>Make available the financial information for the current and previous two financial years.</p> <ul style="list-style-type: none"> <li> <p>• <b>Annual budget plan and financial statements</b> Provide details of the sources of funding and income you receive by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and your annual income and expenditure returns.</p> </li> <li> <p>• <b>Expenditures</b> Provide details of items of expenditure over £5,000, including costs, supplier and transaction information. Publish this at least annually or, if practical for you to do so, on a quarterly or six-monthly interval.</p> </li> <li> <p>• <b>Capital funding</b> Provide information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts.</p> </li> <li> <p>• <b>Financial audit reports</b></p> </li> <li> <p>• <b>Procurement and contracts</b> Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.</p> </li> </ul>	<p>Information may be available on request. Requests should be made to the Headteacher</p> <p>Information may be available on request. Requests should be made to the Headteacher</p> <p>Information may be available on request. Requests should be made to the Headteacher</p> <p>Information may be available on request. Requests should be made to the Headteacher</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>

<ul style="list-style-type: none"> <li>• <b>Staff allowances and expenses</b> Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation.</li> <li>• <b>Staff pay and grading structures</b></li> </ul>	<p>Information may be available on request. Requests should be made to the Headteacher</p> <p>Information may be available on request. Requests should be made to the Headteacher</p>	<p>*</p> <p>*</p>
<p><i>You can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.</i></p> <ul style="list-style-type: none"> <li>• <b>Governors' allowances</b> Provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.</li> <li>• <b>Premiums or other forms of financial support available</b> Provide details of any pupil premium funding you receive and how you spend it.</li> <li>• <b>TU facility time reporting</b> Read the government guidance on reporting <a href="#">trade union facility time</a> to find out what information you need to publish. You need to publish this information once a year.</li> </ul>	<p>Governors' Allowances &amp; Expenses Policy. Requests should be made to the Headteacher</p> <p>School Website</p> <p>Information may be available on request. Requests should be made to the Headteacher</p>	<p>*</p> <p>No cost to website items</p> <p>*</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p><i>Strategies and plans, performance indicators, audits, inspections and reviews.</i></p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>

<p><i>As a minimum, information in this class to be current information only.</i></p> <p><i>Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that.</i></p> <ul style="list-style-type: none"> <li>• <b>Performance data supplied to the government</b></li> <li>• <b>Latest Ofsted report and SIAMS Report</b></li> <li>• <b>Performance management information</b></li> </ul> <p>Performance management policy and procedures adopted by your governing body.</p>	<p>School Website</p> <p>School Website</p> <p>Information may be available on request. Requests should be made to the Headteacher</p>	<p>No cost to website items</p> <p>*</p>
<ul style="list-style-type: none"> <li>• <b>Future plans</b></li> </ul> <p>Any major proposals on future plans involving, for example a consultation on a change in school status.</p> <ul style="list-style-type: none"> <li>• <b>Exam and assessment results</b></li> <li>• <b>Performance tables</b></li> </ul> <p>Include a link to your performance tables page.  <a href="#">The Beacon C of E (VA) Primary &amp; Pre-School - Assessment and Reporting</a></p> <ul style="list-style-type: none"> <li>• <b>Data protection impact assessments (in full or summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments), as appropriate and relevant.</b></li> </ul>	<p>Information may be available on request. Requests should be made to the Headteacher, will be published on the website when relevant.</p> <p>School Website</p> <p>School Website</p> <p>School Website</p> <p>Information may be available on request. Requests should be made to the Headteacher</p>	<p>*</p> <p>No cost to website items</p> <p>*</p>
<p><b>Class 4 – How we make decisions</b></p> <p><i>Decision-making processes and records of decisions.</i></p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>

<p><i>Make information in this class available for at least the current and previous three years.</i></p> <ul style="list-style-type: none"> <li> <p><b>Admissions policy and decisions</b></p> <p>Provide details about your admission arrangements and procedures, together with information about the right of appeal. You don't have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If you are not your own admissions authority, provide an appropriate link to the local authority.</p> </li> <li> <p><b>Minutes of meetings of the governing body and its committees</b></p> <p>Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.</p> </li> </ul>	<p>Current policy on school website.</p> <p>Past policies and decisions: requests should be made to the Headteacher</p> <p>FGB minutes on school website, for committees, requests to be made to the Clerk to the Governing Board.</p>	<p>No cost to website items</p> <p>*</p> <p>No cost to website items</p> <p>*</p>
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<ul style="list-style-type: none"> <li>• <b>Careers programme information</b></li> <li>• <b>Complaints procedures, including for dealing with parental complaints</b> Complaints Procedures and Policies</li> <li>• <b>Charging regimes and policies</b> Charging and Remissions Policy. Up to date costs for Pre-School, Extended School Clubs and holiday provision are available on our website</li> </ul>	<p>School Website</p> <p>School Website</p> <p>School Website</p>	<p>No cost to website items</p>
<p><b>Class 6 – Lists and Registers</b></p>		
<p><i>Information to be in currently maintained lists and registers only.</i></p> <ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b> Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum.</li> <li>• <b>CCTV</b> Information contained within our Data protection policy, which is on our website.</li> <li>• <b>Disclosure logs</b> The school responds to and records requests.</li> </ul>	<p>Information may be available on request.</p> <p>School website. Requests for other items should be made to the Headteacher</p> <p>Information may be available on request. Requests should be made to the Headteacher</p>	<p>No cost to website items *</p> <p>*</p> <p>*</p>
<ul style="list-style-type: none"> <li>• <b>Asset register</b> Inventory of assets</li> <li>• <b>Any information you are currently legally required to hold in publicly available registers</b> This FOI Publication Scheme</li> </ul>	<p>Information may be available on request. Requests should be made to the Headteacher</p>	<p>*</p>

<b>Class 7 – The services we offer</b>  <i>Information about the services the school provides including leaflets, guidance and newsletters.</i>	<b>How the information can be obtained</b>	<b>Cost</b>
<p>Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services you could include here are:</p> <ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>Out of school clubs</b></li> <li>• <b>School publications</b></li> <li>• <b>Services for which the school is entitled to recover a fee, together with those fees</b></li> <li>• <b>Leaflets, booklets and newsletters</b></li> </ul>	<p>School Website</p> <p>School Website</p> <p>School Website</p> <p>School Website Or application to the Headteacher.</p> <p>School Website</p>	<p>No cost to website items</p> <p>*</p>

Where items are shown as \* under the cost column, it is proposed to recoup the school's cost of photocopying and postage – please see the schedule of charges for more information

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 8p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 8p per sheet (colour)	Actual cost
	Postage	Actual cost of <a href="#">Royal Mail</a> standard 2 <sup>nd</sup> class. ** depends on size and weight
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	If the request is so large of compiles that the cost of compliance exceeds the statutory limit of <b>£450 limit for schools</b> (equivalent to 18 staff	If applicable, cost of £25 an hour

	<p>hours at £25/hr, because schools fall under the “other public authorities” category). We may refuse the request, or offer comply and charge the full costs including staff time.</p>	
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