



St. John's CE Primary School

Freedom of Information Policy



Guide to information available from St. John's CE Primary School under the model publication scheme Template Guide to information for Schools Version 3 (20130830)

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 See below for costs
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	website	Free
Who's who on the governing body / board of governors and the basis of their appointment	website	Free
Instrument of Government / Articles of Association	hard copy	2p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	website	
School prospectus (if any)	website	Free
Annual Report (if any)	N/A	

Staffing structure	website	Free
School session times and term dates	website	Free
Address of school and contact details, including email address.	website	Free
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	hard copy	2p per sheet
Annual budget plan and financial statements	hard copy	2p per sheet
Capital funding	hard copy	2p per sheet
Financial audit reports	hard copy	2p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hard copy	2p per sheet
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).	hard copy	2p per sheet
Pay policy	hard copy	2p per sheet
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	2p per sheet

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.	hard copy	2p per sheet
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	hard copy	2p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile (if any)	N/A	
And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted/ Education and Training Inspectorate report - Summary - Full report Post-inspection action plan 	website website hard copy	Free Free 2p per sheet
Performance management policy and procedures adopted by the governing body.	hard copy	2p per sheet
Performance data or a direct link to it	website	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	hard copy	2p per sheet
Safeguarding and child protection	website	2p per sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	website	Free
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	2p per sheet
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.	website	Free
Records management and personal data policies, including <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	website website website	Free Free 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”).	website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	hard copy	2p per sheet
Disclosure logs	hard copy	2p per sheet
Asset register	hard copy	2p per sheet
Any information the school is currently legally required to hold in publicly available registers	hard copy	2p per sheet
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	hard copy or website; Some information may only be available by inspection	
Extra-curricular activities	website	Free
Out of school clubs	website	Free

Services for which the school is entitled to recover a fee, together with those fees	hard copy	2p per sheet
School publications, leaflets, books and newsletters	website	Free

SCHEDULE OF CHARGES:

This describes how the charges have been arrived at.

Actual costs for hard copies will be given, once request is made as it is dependent on the size of the document.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white) Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)

Approved: February 2020

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