



Freedom of Information Publication Scheme

Date adopted:
History of most recent policy reviews

Date	Page	Next review date	Who is responsible?
21.05.20	LL	May 21	Governing Body



Freedom of Information Publication Scheme

If information is requested in hard copy, the school charges 5p per sheet for photocopying
Web based or emailed documents are provided free of charge

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy from the school office/website
Instrument of Governance	Website
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Welcome pack / website
School prospectus	Website
Staffing structure	Hard Copy/Website
School session times and term dates	Welcome pack / website
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	



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Annual budget plan and financial statements	Hard Copy Headteacher/School Business Manager
Capitalised funding	Hard Copy Headteacher/School Business Manager
Additional funding	Hard Copy Headteacher/School Business Manager
Procurement and projects	Hard Copy Headteacher/School Business Manager
Pay policy	Hard Copy Headteacher/School Business Manager
Staffing and grading structure	Hard Copy Headteacher/School Business Manager
Governers' allowance	Hard Copy Headteacher/School Business Manager
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
Performance management policy and procedures adopted by the governing body	Headteacher
Schools future plans	Website / Headteacher
Ofsted report	Website / Headteacher
Class 4 – How we make decisions (Decision making processes and records of decisions)	



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Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	Website / Headteacher
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Headteacher/School Business Manager
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Hard copy Headteacher/School Business Manager
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies including: <ul style="list-style-type: none">• Charging and remissions policy• Health and Safety• Complaints procedure• Staff conduct policy• Discipline and grievance policies• Equality and diversity (including equal opportunities) policies	All policies listed are available on the school website or as a hard copy
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Curriculum• Special educational needs• Collective worship• Pupil behaviour	All policies listed are available on the school website or as a hard copy

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	
<p>Asset register</p> <p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Headteacher/School Business Manager</p> <p>Headteacher</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and business)</p> <p>Current information only</p>	
<p>Extra-curricular activities</p>	<p>Website Weekly Newsletter/ Parenthub</p>
<p>Out of school clubs</p>	<p>Website / Weekly Newsletter/ Parenthub</p>
<p>School publications</p>	<p>Website / Welcome pack / Front office</p>
<p>Leaflets books and newsletters</p>	<p>Website</p>
<p>Additional Information</p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	



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Contact details: The Headteacher, Southdale C of E Junior school. Southdale Road, Ossett, WF5 8BA

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black and white)	Actual cost 0.3p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 1p
	Postage	Actual cost of Royal Mail standard 1 st or 2 nd class
Statutory Fee		The actual cost incurred by the public authority
Other		