

## Freedom of Information

### Guide to information available from Sundon Park Junior School under the model publication scheme



Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who in the school	Website - prospectus	None
Who's who on the governing body / board of governors and the basis of their appointment	Website - prospectus	None
Instrument of Government / Articles of Association	Hard copy available from School Business Manager	None
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy available from School Business Manager	None
School prospectus	Website - prospectus	None
Staffing structure	Staff handbook available from School Business Manager	As per charging schedule
School session times and term dates	Website - prospectus	None
Address of school and contact details, including email address.	Website contact link	None
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy available from School Business Manager	As per charging schedule
Capital funding	Hard copy available from School Business Manager	As per charging schedule
Financial audit reports	Hard copy available from School Business Manager	As per charging schedule

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy available from School Business Manager	As per charging schedule
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 available from School Business Manager	As per charging schedule
Pay policy	Hard copy available from School Business Manager	As per charging schedule
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 available from School Business Manager	As per charging schedule
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 available from School Business Manager	As per charging schedule
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy available from School Business Manager	As per charging schedule
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum		
School profile	Website - Edubase link	None
Performance data supplied to the English Government	Website - DfE link	None
The latest Ofsted report	Website	None
Performance management policy and procedures adopted by the governing body.	Hard copy available from School Business Manager	As per charging schedule
Performance data or a direct link to it	Website	None
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website if applicable	None
Safeguarding and child protection	Website	None

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<b>Class 4 – How we make decisions</b> (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 link to LBC website	None
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 available from Clerk to Governors by contacting the school reception	As per charging schedule
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only.		
Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies)	Hard copy available from School Business Manager	As per charging schedule
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”).	Hard copy available from School Business Manager	As per charging schedule
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).		
Disclosure logs	Hard copy available from School Business Manager	As per charging schedule

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Asset register	Hard copy available from School Business Manager	As per charging schedule
Any information the school is currently legally required to hold in publicly available registers	Website if applicable	None
<b>Class 7 – The services we offer</b> (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	Hard copy available from School Business Manager	None
Out of school clubs	Hard copy available from School Business Manager	None
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available from School Business Manager	As per charging schedule
School publications, leaflets, books and newsletters	Website  Hard copy available from School Business Manager	None  As per charging schedule

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#### Schedule of Charges


Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * plus charge for staff time
	Photocopying/printing @ 15p per sheet (colour)	Actual cost plus charge for staff time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

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The Governing Body reviews this policy as necessary or when recommended to do so by LBC or Central Government

Agreed by Governors on: 14<sup>th</sup> May 2014

Signed by Chair of Governors: 

Next review date: As required: As required