

Freedom of Information

Guide to information available from St John's C of E Primary School under the model publication scheme



Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
Instrument of Government/Articles of Association	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Paper copy free of charge
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
School prospectus		
Annual Report	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Paper copy free of charge
Staffing structure	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website

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School session times and term dates	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
Address of school and contact details, including email address.	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website

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What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Capital funding	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Financial audit reports	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
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).	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Pay policy	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)

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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.	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
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.	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)

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What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
Performance management policy and procedures adopted by the governing body.	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Safeguarding and child protection	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website

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How we make decisions

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
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).	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Information freely available on school website

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Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Information freely available on school website.
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)	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Equality and diversity policies	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Information freely available on school website
Policies and procedures for the recruitment of staff	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Charging regimes and policies.	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Information freely available on school website

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Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Disclosure logs	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Asset register	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)
Any information the school is currently legally required to hold in publicly available registers	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Price on application (POA)

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The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
Out of school clubs	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
Services for which the school is entitled to recover a fee, together with those fees	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
School publications, leaflets, books and newsletters	On the school website www.stjohnscofeprimary.co.uk	Information freely available on the school website
Services for which the school is entitled to recover a fee, together with those fees	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk	Information freely available on school website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Contact the school office or enquire via the school email address – office@stjohnsprimary.uk 25	Price on application (POA)

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 6p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Folders, envelopes and ancillary stationery.	Actual cost