



Guide to information available from
St James Church of England Junior School
under the Model Publication Scheme
Reviewed June 2022

Developing the love of life and learning in a caring Christian community.

Information to be published	How the information can be obtained	Cost
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 Hard copy	Free cost of photo copying*
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	cost of photo copying*
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus	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



<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual budget plan and financial statements</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Capital funding</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Financial audit reports</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>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).</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Pay policy</p>	<p>Website</p>	<p>cost of photo copying*</p>
<p>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.</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>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.</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> Performance data supplied to the English or Welsh 	<p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p>



<p>Government or to the Northern Ireland Executive, or a direct link to the data</p> <ul style="list-style-type: none"> The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>cost of photo copying*</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Performance data or a direct link to it</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Safeguarding and child protection</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Hard copy</p>	<p>cost of photo copying*</p>
<p>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).</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>cost of photo copying*</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</p>		



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	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.	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	cost of photo copying*
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	
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		
Extra-curricular activities	Hard copy	cost of photo copying*
Out of school clubs	Hard copy	cost of photo copying*
Services for which the school is entitled to recover a fee, together	Hard copy	cost of photo



with those fees		copying*
School publications, leaflets, books and newsletters	Website	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost (1)
	*Photocopying/printing @ 20p per sheet (colour)	Actual cost (1)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	The cost limit for complying with a request, or a linked series of requests from the same person or group is £450	In accordance with the relevant legislation (section 12 of the FOIA)
Other		

(1) the actual cost incurred by the public authority