



Moordown St John's CE VA Primary School

Freedom of Information

Guide to information available under the Model Publication Scheme

March 2009

Review: March 2012

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The information that we undertake to make available is organised into seven separate classes:

1. Who we are and what we do ~ organisational information, structures, locations and contacts
2. What we spend and how we spend it ~ financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
3. What our priorities are and how we are doing ~ strategies and plans, performance indicators, audits, inspections and reviews
4. How we make decisions ~ decision making processes and recording of decisions
5. Our policies and procedures ~ current written protocols, policies and procedures for delivering our services and responsibilities
6. Lists and registers ~ currently maintained lists and registers only
7. The services we offer ~ information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

4. How to request information

If you require a paper version of any of the documents within the scheme, please visit the school or contact us by telephone, email, fax or letter. Contact details are set out below:

Contact Address: Moordown St John's CE VA Primary School, Vicarage Road, Bournemouth BH9 2SA

Email: moordownstjohnce@bournemouth.gov.uk **Tel:** 01202 527683 **Fax:** 01202 513877

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"**

Some information is also available on our website: www.st-johns.bournemouth.sch.uk

If the information you are looking for is not available via the scheme (and is not on our website), you can still contact the school to ask if we have it. For information that is available for inspection only please contact the school to make a mutually convenient appointment to visit.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be shown.

6. Freedom of Information

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	(hard copy and/or website)	
Who's who in the school / Staffing structure	Website Hard copy from School Office	Free Free
Who's who on the governing body and the basis of their appointment (Governors may be contacted via the School Office)	Website Hard copy from School Office	Free Free
Instrument of Government	Hard copy from School Office	5p per sheet
School prospectus	Hard copy from School Office	Free
School session times and term dates	Website Hard copy from School Office	Free Free

Information to be published	How the information can be obtained	Cost
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		
Annual budget plan and financial statements	Hard copy available from School Office.	5p per sheet
Capitalised funding	Hard copy available from School Office.	5p per sheet
Additional funding	Hard copy available from School Office.	5p per sheet
Procurement and projects	Hard copy available from School Office.	5p per sheet
Pay policy	Hard copy available from School Office.	5p per sheet
Staffing and grading structure	Hard copy available from School Office.	5p per sheet
Governors' allowances	Hard copy available from School Office.	5p per sheet

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	(hard copy or website)	
Information to be published	How the information can be obtained	Cost
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report - Summary - Full report 	Links from Website Hard copies from School Office	Free 5p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy from School Office	5p per sheet
School Improvement Plan	Hard copy from School Office	5p per sheet
Every Child Matters – policies and procedures	Hard copy from School Office	5p per sheet

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy (not individual admission decisions)	Website Hard copy from School Office	Free 5p per sheet
Agendas of meetings (if held) of the governing body and its sub-committees	Hard copy from School Office	5p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy from School Office	5p per sheet

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Code of conduct • Capability, discipline and grievance policies • Information request handling policy/Freedom of Information • Safeguarding (Child Protection) • Equal Opportunities • Initial Teacher Training • Fire Precautions 	<p>Some policies available on website. All available as hard copies from School Office</p>	5p per sheet
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs/Inclusion/Gifted and Talented • Accessibility • Equal Opportunities • Collective worship • Careers education • Behaviour Shaping • Assessment • Teaching for learning • Positive Handling 	<p>Some policies available on website. All available as hard copies from School Office</p>	5p per sheet

<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy from School Office	5p per sheet
<p>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.</p>	Not applicable	Not applicable

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy from School Office	5p per sheet
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy from School Office and/or Inspection	5p per sheet

Information to be published	How the information can be obtained	Cost
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 / Out of school clubs	Hard copy from School Office	Free
School Newsletters	Website Hard copy from School Office	Free Free
School publications	Hard copy from School Office	5p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy from School Office	5p per sheet
Leaflets and books	Hard copy from School Office	5p per sheet
Additional Information N/A		

7. Contact details:

Address: Moordown St John's CE VA Primary School, Vicarage Road, Bournemouth BH9 2SA

Telephone: 01202 527683

Fax: 01202 513877

Website: www.st-johns.bournemouth.sch.uk

Email: moordownstjohnce@bournemouth.gov.uk

8. 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 & white only)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation: currently not applicable

* the actual cost incurred by the School

9. Policy Review

This publication scheme is based on the model template provided by the Information Commissioner's Office.

Having been carefully considered by the Governing Body's Personnel Committee at its meeting on 28 April 2009, this policy has been ratified by the Full Governing Body at its meeting on 19 May 2009.

A review of this scheme will take place in 2012. However this will be brought forward should changes in protocol be recommended by the Information Commissioner's Officer, the Department for Children, Families and Schools or the Local Authority.