



Moordown St John's CE Primary School

Freedom of Information Publication Scheme

*"A Christian community where
commitment to educational excellence changes lives"*

Date Approved by Board of Directors' Effective Resources Working Group: 13 June 2016

Review Date: March 2019

A copy of this policy in large print is available on request from the school office.

The Board of Directors is responsible for the 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 is that public authorities, including 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 scheme is available for you to download/print off from our website or to request in paper form from the School Office.

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,

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 Primary School, Vicarage Road, Bournemouth BH9 2SA

Email: msjoffice@st-johns.bournemouth.sch.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

Information held that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Free of Information Act. For information that is available for inspection only please contact the school to make a mutually convenient appointment to visit. All requests should be responded to by the 20th working day following the date of receipt of the request.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider.

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		
Location and contact information	Sections 4 & 7 of this scheme Website	Free
Who's who in the school / Staffing structure	Website Hard copy from School Office	Free Free
Who's who on the Board of Directors and the basis of their appointment (The Headteacher and Directors may be contacted via the School Office; The Headteacher may also be contacted via email from our website)	Website Hard copy from School Office	Free Free
Articles of Association	Hard copy from School Office	5p per sheet
School prospectus and information about the curriculum	Hard copy from School Office Moodle (Parents only)	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 2 financial years.		
Annual budget plan and financial statements, and expenditure over £5000 including costs, supplier and transaction charges	Hard copy available from School Office.	5p per sheet
Capital and additional funding	Hard copy available from School Office.	5p per sheet
Financial audit reports	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, including pay for staff whose basic actual salary is at least £60,000 pa shown in bands of £10,000	Hard copy available from School Office.	5p per sheet
Staff allowances/expenses that can be incurred/claimed. Total of allowances/expenses paid to staff whose basic actual salary is at least £60,000 pa	Hard copy available from School Office.	5p per sheet
Financial regulations and policies	Hard copy available from School Office.	5p per sheet

Information to be published	How the information can be obtained	Cost
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)	
Government supplied performance data The latest Denominational Inspection Report The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Links from website Hard copies from School Office	Free 5p per sheet
Performance management policy and procedures adopted by the Board of Directors	Hard copy from School Office	5p per sheet
School Development Plan	Hard copy from School Office	5p per sheet
Safeguarding and Child Protection policy	Website Hard copy from School Office	Free 5p per sheet
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 of the Board of Directors and its Working Groups	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 including those that we are required to have by statute or by our funding agreement) Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Code of conduct, discipline and grievance policies • Complaints procedure • Dealing with allegations of abuse • Equality • Freedom of Information and Data Protection • Health and Safety • Premises Management including Fire Precautions • Recruitment of staff and current vacancies • Safeguarding (Child Protection) including Safer Recruitment policy 	<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"> • Accessibility • Admissions • Assessment • Behaviour Shaping • Collective worship • Early Years Foundation Stage • Equality • Home-school agreement • Positive Handling • Sex education • Special educational needs/Inclusion/Gifted and Talented • Supporting Pupils with Medical Conditions • Teaching for learning 	<p>Some policies available on website. All available as hard copies from School Office</p>	5p per sheet

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures ... continued (Current written protocols, policies and procedures for delivering our services and responsibilities including those that we are required to have by statute or by our funding agreement). Current information only</p>	(hard copy or website)	
<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 data 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 for copies

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 Primary School, Vicarage Road, Bournemouth BH9 2SA

Telephone: 01202 527683

Fax: 01202 513877

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

Email: msj.office@st-johns.bournemouth.sch.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 Board of Directors' Effective Resourcing Working Group at its meeting on 13 June 2016 this policy has been ratified for publication.

A review of this scheme will take place in March 2019. However this will be brought forward should changes in protocol be recommended by the Information Commissioner's Officer, the Department for Education or the Local Authority.

Signed: *Phil Cherrett*

Chair, Effective Resourcing Committee

Date: 13 / 6 / 16