



## **SOUTH END JUNIOR SCHOOL**

### **The Freedom of Information Act 2000**

### **MODEL PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by South End Junior School without further approval and will be valid until further notice.

This publication scheme commits a school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

#### **Classes of Information**

##### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the school.

**The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where a school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by a public authority 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 Freedom of Information Act.

**A copy of this Publication Scheme, Guide to Information and Schedule of Charges is available on our website [www.southend-jun.northants.sch.uk](http://www.southend-jun.northants.sch.uk) or in hard copy from the School Office. To obtain a copy please telephone the school on 01933 314611 or email the Business Manager at [bursar@southend-jun.northants-ecl.gov.uk](mailto:bursar@southend-jun.northants-ecl.gov.uk)**

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	
Who’s who in the school	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
Who’s who on the governing body / board of governors and the basis of their appointment	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
Instrument of Government / Articles of Association	Hard copy – contact Business Manager	Disbursement cost
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
School prospectus (if any)	Hard copy – contact school office	Disbursement cost
Staffing structure	Hard copy – contact Business Manager	Disbursement cost
School session times and term dates	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
Address of school and contact details, including email address.	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	

<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy – contact Business Manager	Disbursement cost
Capital funding	Hard copy – contact Business Manager	Disbursement cost
Financial audit reports	Hard copy – contact Business Manager	Disbursement cost
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy – contact Business Manager	Disbursement cost
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 – contact Business Manager	Disbursement cost
Pay policy	Hard copy – contact Business Manager	Disbursement cost
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 – contact Business Manager	Disbursement cost
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 – contact Business Manager	Disbursement cost
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – contact Business Manager	Disbursement cost

<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	(hard copy or website)	
<ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>Post-inspection action plan</li> </ul>	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>  Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>  Hard copy – contact Business Manager	Disbursement cost
Performance management policy and procedures adopted by the governing body.	Hard copy – contact Business Manager	Disbursement cost
Performance data or a direct link to it	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy – contact Business Manager	Disbursement cost
Safeguarding and child protection	Hard copy – contact Business Manager	Disbursement cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	

<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>Hard copy – contact Business Manager</p>	<p>Disbursement cost</p>
<p><b>Class 5 – Our policies and procedures</b>          (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. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>(hard copy or website)</p>	
<p>Statutory policies:-</p> <ul style="list-style-type: none"> <li>• Capability of Staff</li> <li>• Behaviour</li> <li>• Sex Education</li> <li>• Inclusion</li> <li>• Teacher Appraisal</li> <li>• Teacher’s Pay</li> <li>• Health &amp; Safety</li> <li>• Accessibility Plan</li> <li>• Complaints</li> <li>• Home School Agreement</li> </ul>	<p>Hard copy – contact Business Manager          Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>          Hard copy – contact Business Manager          Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>          Hard copy – contact Business Manager          Hard copy – contact Business Manager          Hard copy – contact Business Manager          Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>          Hard copy – contact Business Manager          Hard copy – contact Business Manager</p>	<p>Disbursement cost for hard copies</p>

<ul style="list-style-type: none"> <li>• Equality Information and Objectives</li> <li>• Staff Discipline</li> <li>• Staff Grievance</li> <li>• Safeguarding (Child Protection) – includes Allegations of Abuse</li> <li>• Supporting Pupils with Medical Conditions</li> </ul>	Hard copy – contact Business Manager Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a> Hard copy – contact Business Manager Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a> Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy – contact Business Manager Hard copy – contact Business Manager	Disbursement cost
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”).	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Hard copy – contact Business Manager	Disbursement cost



<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	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
Services for which the school is entitled to recover a fee, together with those fees	See Charging Policy on school website <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	
School publications, leaflets, books and newsletters	Website – <a href="http://www.southend-jun.northants.sch.uk">www.southend-jun.northants.sch.uk</a>	

## 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 @ .1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ .5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority