

# Freedom of Information

## Guide to information available from St James' CE VA Lower School under the model publication scheme

March 2016

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who in the school	Website Paper copy on request	Free 3p per side A4
Who's who on the governing body and the basis of their appointment	Website Paper copy on request	Free 3p per side A4
Instrument of Government	Paper copy on request	3p per side A4
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website Paper copy on request	Free 3p per side A4
School prospectus	Website Paper copy on request NB Free for prospective parents	Free 5p per side A4
Staffing structure	Website Paper copy on request	Free 3p per side A4
School session times and term dates	Website Paper copy on request 1x copy provided to all families free of charge annually	Free 3p per side A4

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<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>Annual budget plan and financial statements</p>	<p>Governor's meeting minutes and Governor's reports           Paper copy</p>	<p>Free, on request to a maximum of one copy per family;          All other requests:          3p per side A4</p>
<p>Capitalised funding</p>	<p>Governor's meeting minutes and Governor's reports           Paper copy</p>	<p>3p per side A4</p>
<p>Additional funding</p>	<p>Governor's meeting minutes and Governor's reports           Paper copy</p>	<p>3p per side A4</p>
<p>Procurement and projects</p>	<p>Governor's meeting minutes and Governor's reports           Paper copy</p>	<p>Free, on request to a maximum</p>

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		m of one copy per family; All other requests: 3p per side A4
Pay policy	Paper copy available on request	3p per side A4
Staffing and grading structure	Governor's meeting minutes and Governor's reports  Paper copy	3p per side A4
Governors' allowances	Governor's meeting minutes and Governor's reports  Paper copy	Free, on request to a maximum of one copy per family; All other requests: 3p per side A4
<b>Class 3 – What our priorities are and how we are doing</b>		

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(Strategies and plans, performance indicators, audits, inspections and reviews)		
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Website Paper copy</p> <p>NB 1x paper copy of report will be provided free of charge to all families immediately following publication of any Ofsted/SIAMS Inspection report</p>	<p>Free 3p per side A4</p>
Appraisal policy and procedures adopted by the governing body.	Paper copy	<p>Free, on request to a maximum of one copy per family; All other requests: 3p per side A4</p>
Schools future plans	School Development Plan, paper copy	<p>Free, on request to a maximum of one copy per family; All other requests: 3p per</p>

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		side A4
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Admissions Policy published on school and Local Authority websites Decisions/application of policy – GB meeting minutes	Free 3p per side A4 3p per side A4
Agendas of meetings of the governing body and (if held) its sub-committees	Paper copy	3p per side A4
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Paper copy	3p per side A4
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Website – charging, complaints, information  Paper copy	Free  3p per side A4
Pupil and curriculum policies, including:	Website	Free

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<ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	Paper copy	3p per side A4
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Website</p> <p>Paper copy</p>	<p>Free</p> <p>3p per side A4</p>
<p>Charging regimes and policies.</p> <p>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>	<p>Website</p> <p>Paper copy</p>	<p>Free</p> <p>3p per side A4</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Paper copy	3p per side A4

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Disclosure logs	Paper copy	3p per side A4
Asset register	Paper copy	3p per side A4
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Paper copy	3p per side A4
<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 Paper copy	Free 3p per side A4; free to all families
Out of school clubs	Website Paper copy	Free 3p per side A4; free to all families
School publications	Website Paper copy	Free 3p per side A4; free to all families
Services for which the school is entitled to recover a fee, together with those	Website	Free

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fees	Paper copy	3p per side A4
Leaflets books and newsletters	Website Paper copy	Free 3p per side A4; free to all families
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
<b>Photocopying charge based on monthly rental, .5p black/white photocopying, cost of paper and labour to carry out photocopying.</b> <b>All postage costs will also be charged, in line with first and second class postage rates, to include charge for packaging based on actual costs at the time of request.</b>		

### Contact details:

St James' CE VA Lower School, Main Road, Biddenham, Bedford. MK40 4BD

01234 352721

[office@stjamesvaschool.co.uk](mailto:office@stjamesvaschool.co.uk)

[www.stjamesvalower.org.uk](http://www.stjamesvalower.org.uk)