

Freedom of Information

Guide to information available from Park Hill Junior School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website</p>	

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Who's who in the school	Website	
Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Website	
Annual Report (if any)	N/A	
Staffing structure	Website	
School session times and term dates	Website	

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Address of school and contact details, including email address.	Website	
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	Hard copy	See postage and printing costs
Annual budget plan and financial statements	Hard copy	See postage and printing costs
Capital funding	Hard copy	See postage and

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		printing costs
Financial audit reports	Hard copy	See postage and printing costs
Details of expenditure items over £5,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	See postage and printing costs
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	See postage and printing costs

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Pay policy	Hard copy	See postage and printing costs
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	See postage and printing costs
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	See postage and printing costs
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	See postage and

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<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>	Hard copy	See postage and printing costs
<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 Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate 	Website and link to Ofsted website	

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<p>report</p> <ul style="list-style-type: none"> - Summary - Full report <ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Hard copy	See postage and printing costs
Performance data or a direct link to it	Website with links to external websites (DfE performance tables)	
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	See postage and

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Safeguarding and child protection	Website for policies	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy	See postage and printing costs
Admissions policy/decisions (not individual admission decisions) – where applicable	Website link to Warwickshire Admissions	
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).	Hard copy	See postage and printing costs

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<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. 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 and/or website</p>	<p>See postage and printing costs</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies 	<p>Hard copy</p>	<p>See postage and</p>

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<ul style="list-style-type: none"> Data protection (including information sharing policies) 		printing costs
<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>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").</p>	Website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	Hard copy; some information may only be available by inspection	See postage and printing costs

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Curriculum circulars and statutory instruments	Hard copy or links to external websites; some information may only be available by inspection	See postage and printing costs
Disclosure logs	Hard copy; some information may only be available by inspection	See postage and printing costs
Asset register	Only available by inspection	
Any information the school is currently legally required to hold in publicly available registers	Hard copy; some information may only be available by inspection	See postage and printing costs

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	Website	
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	See postage and printing costs
School publications, leaflets, books and newsletters	Website	

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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.

Template guide to information for schools
Version 3
20130830

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.0071p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 0.0242p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

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Other		

* the actual cost incurred by the public authority