



Working and learning together for success

Sarisbury CE Junior School

Freedom of Information Policy & Publication Scheme

Guide to information available from Sarisbury CE Junior School under the model publication scheme

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		Website = free of charge Black & white copy = 0.5p per page Colour copy = 5p per page
Who's who in the school	Website: www.sjsonline.org.uk hardcopy: <i>available on request from the school admin team</i>	Free of charge As specified above
Who's on the governing body and the basis of their appointment	Website: www.sjsonline.org.uk hardcopy: <i>available on request from the Clerk of the Governing Body</i>	Free of charge As specified above
Instrument of Government	hardcopy: <i>available on request from the Clerk of the Governing Body</i>	As specified above
Contact details for the Headteacher and for the governing body	hardcopy: <i>available on request from the Clerk of the Governing Body</i>	As specified above
School Brochure	Website: www.sjsonline.org.uk (supplements and updates) hardcopy: <i>available on request from the school admin team</i>	Free of charge First copy (Y3) = free of charge, subsequent copies as specified above
Staffing structure	hardcopy: <i>available on request from the school admin team</i>	As specified above
School session times and term dates	Website: www.sjsonline.org.uk hardcopy: <i>Autumn term newsletter – additional copies available on request</i>	Free of charge Free of charge

<p>Class 2 – What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year)</p>	<p>HCC Website http://www3.hants.gov.uk/schooldetails?dfes=3142</p>	<p>Website = free of charge</p> <p>Black & white copy = 0.5p per page</p> <p>Colour copy = 5p per page</p>
<p>Annual budget plan and financial statements</p>	<p>hardcopy: <i>available on request from the admin officer</i></p>	<p>As specified above</p>
<p>Capitalised funding</p>	<p>hardcopy: <i>available on request from the admin officer</i></p>	<p>As specified above</p>
<p>Additional funding</p>	<p>hardcopy: <i>available on request from the admin officer</i></p>	<p>As specified above</p>
<p>Procurement and projects</p>	<p>hardcopy: <i>available on request from the admin officer</i></p>	<p>As specified above</p>
<p>Pay policy</p>	<p>hardcopy: <i>available on request from the admin officer</i></p>	<p>As specified above</p>
<p>Staffing and grading structure</p>	<p>hardcopy: <i>available on request from the admin officer</i></p>	<p>As specified above</p>
<p>Governors' allowances</p>	<p>hardcopy: <i>available on request from the admin officer</i></p>	<p>As specified above</p>
<p>Class 3 – What are priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews Current information</p>		<p>Website = free of charge</p> <p>Black & white copy = 0.5p per page</p> <p>Colour copy = 5p per page</p>
<p>School profile:</p> <ul style="list-style-type: none"> - Latest performance data - Latest Ofsted report (June 2013) - Pupil Premium Statement - PE Grant & Impact Statement 	<p>Website: www.sjsonline.org.uk http://www3.hants.gov.uk/schooldetails?dfes=3142</p> <p>hardcopy: <i>available on request from the school admin team</i></p>	<p>Free of charge</p> <p>Free of charge</p>
<p>Performance management policy And procedures adopted by the governing body</p>	<p>hardcopy: <i>available on request from the Clerk of the Governing Body</i></p>	<p>As specified above</p>
<p>School's future plans School strategic / improvement plan</p>	<p>Website: www.sjsonline.org.uk summary and updates</p> <p>hardcopy: <i>available on request from the school admin team</i></p>	<p>Free of charge</p> <p>As specified above</p>
<p>Safeguarding & Child Protection Policies and procedures</p>	<p>Website: www.sjsonline.org.uk summary and updates</p> <p>hardcopy: <i>available on request from the school admin team</i></p>	<p>As specified above</p>

<p>Class 4 – How we make decisions</p> <p>Current and previous three years</p>		<p>Website = free of charge</p> <p>Black & white copy = 0.5p per page</p> <p>Colour copy = 5p per page</p>
<p>Admissions policy and decisions</p>	<p>Website: www.sjsonline.org.uk hardcopy: <i>available on request from the school admin team</i></p>	<p>Free of charge</p> <p>As specified above</p>
<p>Agendas of meetings of the governing body and its sub-committees</p> <p>This will exclude information that is properly regarded as confidential to the meetings</p>	<p>Website: www.sjsonline.org.uk hardcopy: <i>available on request from the Clerk of the Governing Body</i></p>	<p>As specified above</p>
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		<p>Website = free of charge</p> <p>Black & white copy = 0.5p per page</p> <p>Colour copy = 5p per page</p>
<p>School policies including:</p> <ul style="list-style-type: none"> - Charging Policy - Health & Safety - Complaints Procedure - Staff Code of Conduct - Staffing structure - Equality and Diversity Policy (including equal opportunities) - Discipline and grievance procedures (hard copy only) - Whistle Blowing Policy - Allegations Against Staff Policy 	<p>Website: www.sjsonline.org.uk hardcopy: <i>available on request from the school admin team</i></p>	<p>Free of charge</p> <p>As specified above</p>
<p>Pupil and curriculum policies including:</p> <ul style="list-style-type: none"> - Home / School Agreement - Teaching for Learning - Sex Education - Special Educational Needs - Accessibility Plan - Equality & Diversity Policy - Collective Worship - Behaviour (Pupil Discipline) - Anti-Bullying Policy - Curriculum Subjects 	<p>Website: www.sjsonline.org.uk hardcopy: <i>available on request from the school admin team</i></p>	<p>Free of charge</p> <p>As specified above</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> - Information Security - Data Protection (fair processing:- layers 1 and 2) 	<p>Website: www.sjsonline.org.uk hardcopy: <i>available on request from the school admin team</i></p>	<p>Free of charge</p> <p>As specified above</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	hardcopy: <i>available on request from the school admin team – for inspection only</i>	Website = free of charge Black & white copy = 0.5p per page Colour copy = 5p per page
Curriculum circulars and statutory instruments	Website: www.hants.gov.uk	Free of charge
Disclosure Logs Provides access to responses to requests made under the Freedom of Information Act	hardcopy: <i>available on request from the school admin team</i>	As specified above
Asset Register (school inventory)	hardcopy: <i>available on request from the admin officer</i>	As specified above
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	hardcopy: <i>available on request from the school admin team</i>	As specified above
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		Website = free of charge Black & white copy = 0.5p per page Colour copy = 5p per page
Extra-curricular activities (Out of school clubs)	Website: www.sjsonline.org.uk hardcopy: <i>details available in school prospectus and handbook for parents</i>	Free of charge As specified above
School publications	Website: www.sjsonline.org.uk hardcopy: <i>available on request from the school admin team</i>	Free of charge As specified above
Services for which the school is entitled to recover a fee, together with those fees (Charging Policy)	Website: www.sjsonline.org.uk hardcopy: <i>available on request from the Clerk of the Governing Body</i>	As specified above
Leaflets, books and newsletters	Website: www.sjsonline.org.uk hardcopy: <i>available on request from the school admin team</i>	Free of charge As specified above

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