

Freedom of Information

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

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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School Prospectus (hard copy and/or website)	
Who’s who in the school	School Prospectus (hard copy and/or website)	

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

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Address of school and contact details, including email address.	School Prospectus (hard copy and/or website) HCC Education 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	Held by school Business Manager, summaries in Governors' minutes	
Annual budget plan and financial statements	Held by school Business Manager, summaries in Governors' minutes	
Capital funding	Held by school Business Manager, summaries in Governors' minutes	

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Financial audit reports	Held by school Business Manager, summaries in Governors' minutes	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Held by school Business Manager, summaries in Governors' minutes	
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).	Held by school Business Manager, summaries in Governors' minutes	
Pay policy	Held by school Business Manager, summaries in Governors' minutes, staff handbook	
	N/A	

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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.		
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.	N/A	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Resource Committee Minutes/Governing Body Minutes	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and	School Improvement Plan (SIP) Reference copies available from school office, printed	

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reviews) Current information as a minimum	on request.	
School profile (if any) And in all cases: <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 report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Ofsted Report available on school website Performance data via HCC Education website	

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Performance management policy and procedures adopted by the governing body.	Staff handbook and governing body minutes, reference copies available from school office	
Performance data or a direct link to it	Annual summary in school prospectus. School website. HCC Education website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Any plans would be on school website or Governing Body minutes	
Safeguarding and child protection	School policies available on school website	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Hard copy in school office or school website</p>	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>School policies available on school website</p>	
<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>reference copies available from school office</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>School policies available on school website</p>	

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<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>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 information sharing policies) 	available from SBM	
<p>Charging regimes and policies.</p>	School website/Resource	

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<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>	<p>Committee minutes</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>School policies available on school website/ or hard copies</p>	

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	from school office	
Disclosure logs	School office	
Asset register	held by SBM	
Any information the school is currently legally required to hold in publicly available registers	Held by SBM	
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	Range of information school website/school office	
Extra-curricular activities	Range of information school website/school notice board/leaflets	

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Out of school clubs	Range of information school website/school office/leaflets	
Services for which the school is entitled to recover a fee, together with those fees	Range of information school website. Charging Policy	
School publications, leaflets, books and newsletters	Range of information school website/school office	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p 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