

Freedom of Information

Guide to information available from Charlton Kings 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website	Free

Freedom of Information

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

Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website Hard copy	Free £2
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website Hard copy	Free Free
Annual Report (if any)	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website Hard copy	Free Free

Freedom of Information

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

Address of school and contact details, including email address.	Website	Free
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)	Website	Free
Current and previous financial year as a minimum	Website Hard copy	Free £2
Annual budget plan and financial statements	Hard copy	£2
Capital funding	Hard copy	£2
Financial audit reports	Website Hard copy	Free £5
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where	Hard copy	20p per

Freedom of Information

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

practical.		sheet
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	20p per sheet
Pay policy	Website	Free
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 Website (in accounts)	20p per sheet Free
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 Website (in accounts)	20p per sheet Free

Freedom of Information

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

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website Hard copy	Free 20p per sheet
<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 or website) Website	Free
<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 	Website	Free

Freedom of Information

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

<p>or to the Northern Ireland Executive, or a direct link to the data</p> <ul style="list-style-type: none"> The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	Website	Free
	Website	Free
Performance management policy and procedures adopted by the governing body.	Website	Free
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	Free

Freedom of Information

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

Safeguarding and child protection	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website) Website	Free
Current and previous three years as a minimum	Website	Free
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
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).	Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website) Website	Free

Freedom of Information

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

<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) 	Website	Free
<p>Charging regimes and policies.</p>	Website	Free

Freedom of Information

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

<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>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) By inspection</p>	<p>Free</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Website</p>	<p>Free</p>

Freedom of Information

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

Disclosure logs	By inspection	Free
Asset register	Hard copy	£2
Any information the school is currently legally required to hold in publicly available registers	Hard copy	20p per sheet
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website/leaflet	Free

Freedom of Information

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

Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website Hard copy	Free Free or 20p per sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Freedom of Information

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

--	--	--

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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying/printing @	Actual cost

Freedom of Information

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

	20p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Copies of whole documents	£2 or 20p per sheet

* the actual cost incurred by the public authority