

Freedom of Information

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

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structure, location and contacts) This will be current information only	Prospectus - website
Who's who in the school	Prospectus - website
Who's who on the governing body and the basis of their appointment	Prospectus - website
Instrument of Government	By request
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
School prospectus	Website
Staffing structure	Website
School session times and term dates	Website

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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	Prospectus - website
Annual budget plan and financial statements	Hard copy on request
Capitalised funding	Hard copy on request
Additional funding	Hard copy on request
Procurement and projects	Hard copy on request
Pay policy	Hard copy on request
Staffing and grading structure	Hard copy on request
Governors' allowances	Hard copy on request

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Class 3 – What are priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(Website)
School profile <ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report• Full report	Website
Performance management policy and procedures adopted by the governing body.	Hard copy on request
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy on request
Admissions policy/decisions (not individual admission decisions)	Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy on request
Minutes of meetings (as above)	Hard copy on request

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website
School policies including: <ul style="list-style-type: none">• Charging and remissions policy• Health and Safety• Complaints procedure• Staff conduct policy• Discipline and grievance policies• Staffing structure implementation plan• Information request handling policy• Equality and diversity (including equal opportunities) policies• Staff recruitment policies	Website Website Website Hard copy on request Hard copy on request Hard copy on request Hard copy on request Website Hard copy on request
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Curriculum• Sex education• Special educational needs	Website Website Website Website

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<ul style="list-style-type: none">• Accessibility• Race equality• Collective worship• Pupil discipline	Website Website Website Website
Records management and personal data policies, including: Information security policies Records retention destruction and archive policies Data protection (including information sharing policies)	Meet with Headteacher to discuss request
Charging regimes and policies 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.	Website

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Class 6 – List and Registers Currently maintained lists and registers only	Meet with Headteacher to discuss request
Curriculum circulars and statutory instruments	
Disclosure logs	
Asset register	
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	
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	Via letters
Out of school clubs	Via letters
School productions	Via letters

Contact details: Saltersgate Junior School 01302 782100

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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.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage from 53p	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		