

Freedom of Information

Guide to information available from South Stanley 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	Website Hard copy of school brochure	Free copying + pp costs
Who’s who in the school	Website Hard copy of school brochure	Free copying + pp costs
Who’s who on the governing body / board of governors and the basis of their appointment	Website	Free

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Instrument of Government / Articles of Association	Website Stanley Learning Partnership Head Office,	Free Copying + pp costs
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Stanley Learning Partnership Head Office, Mrs J. Barkess, Admin Officer, South Stanley Junior School 01207 232059)	Free
School prospectus (if any)	Website Hard copy available	Free Copying + pp costs
Annual Report (if any)	Stanley Learning Partnership Head Office	Copying + pp costs
Staffing structure	Website	Free

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	Stanley Learning Partnership Head Office South Stanley Junior School.	
School session times and term dates	Website Hard copy from Admin Office, South Stanley Junior School	Free Copying + pp costs
Address of school and contact details, including email address.	Website Mrs Janette Barkess, Admin Office, South Stanley Junior School, 01207 232059	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) Current and previous financial year as a minimum	Available from school upon request. Available from Mrs J Willis, Stanley Learning Partnership Head Office on request	Copying +pp costs

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Annual budget plan and financial statements	Available from school upon request. Available from Mrs J Willis, Stanley Learning Partnership Head Office on request	Copying +pp costs
Capital funding	Available from school upon request. Available from Mrs J Willis, Stanley Learning Partnership Head Office on request	Copying +pp costs
Financial audit reports	Available from school upon request. Available from Mrs J Willis, Stanley Learning Partnership Head Office on request	Copying +pp costs
Details of expenditure items over £2000 – published at least annually	Available from school	Copying +pp

Template guide to information for schools

Version 3

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but at a more frequent quarterly or six-monthly interval where practical.	upon request. Available from Mrs J Willis, Stanley Learning Partnership Head Office on request	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).	Available from school upon request. Available from Mrs J Willis, Stanley Learning Partnership Head Office on request	Copying +pp costs
Pay policy	Available from school upon request. Available from Stanley Learning Partnership Head Office on request	Copying +pp costs
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership	Available from school upon request.	

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Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Available from Mrs J. Willis, Stanley Learning Partnership Head Office on request	
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.	Available from school upon request. Available from Mrs J Willis, Stanley Learning Partnership Head Office on request	Copying +pp costs
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available from school upon request. Available from Stanley Learning Partnership Head Office on request	Copying +pp costs
Class 3 – What our priorities are and how we are doing	Available from school on request.	Copying+ pp costs

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<p>(Strategies and plans, performance indicators, audits, inspections and reviews) e.g. School development plans ,DFE performance tables, School data information, OFSTED inspection reports</p> <p>Current information as a minimum</p>	<p>Links on school website</p> <p>Stanley Learning Partnership, Head Office</p>	<p>Free</p> <p>Copying +pp costs</p>
<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 report - Summary 	<p>Links from school website</p> <p>Hard copies available from school office on request.</p>	<p>Free</p> <p>Copying + pp costs</p>

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<ul style="list-style-type: none"> - Full report • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Available from school office on request	Copying + pp costs
Performance data or a direct link to it	Links from school website Hard copies available from school office on request	Free Copying + pp costs
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Available from school office on request Stanley Learning Partnership, Head Office	Copying + pp costs
Safeguarding and child protection	Policies available on school website.	Free

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	Hard copies available from school on request	Copying + pp costs
<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>	Governor minutes - available from Stanley Learning Partnership, Head Office	Copying + pp costs
Admissions policy/decisions (not individual admission decisions) – where applicable	School website Stanley Learning Partnership, Head Office	Free Copying + pp costs
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).	Stanley Learning Partnership, Head Office	Copying + pp costs
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	Website Stanley Learning Partnership, Head Office	Free Copying + pp costs

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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>Available from school office on request</p>	<p>Copying + pp 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 • Data protection (including information sharing policies) 	<p>Website</p> <p>Available from school office on request.</p> <p>Stanley Learning Partnership Head Office</p>	<p>Free</p> <p>Copying + pp costs</p> <p>Copying + pp costs</p>

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<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>	<p>Website</p> <p>Available from school office on request</p> <p>Stanley Learning Partnership, Head Office</p>	<p>Free</p> <p>Copying + pp costs</p> <p>Copying + pp costs</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Stanley Learning Partnership, Head Office</p> <p>School Office</p>	<p>Copying + pp costs</p> <p>Copying + pp costs</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Stanley Learning Partnership, Head Office</p>	<p>Copying + pp costs</p>

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Disclosure logs	On request from school office.	Copying + pp costs
	On request from Stanley Learning Partnership, Head Office	Copying + pp costs
Asset register	On request from school office	Copying + pp costs
	On request from Stanley Learning Partnership, Head Office	Copying + pp costs
Any information the school is currently legally required to hold in publicly available registers	On request from school office	Copying + pp costs
	On request from Stanley Learning Partnership, Head Office	Copying + pp costs
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website	Free
	On request from school office	Copying + pp costs

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Current information only		
Extra-curricular activities	Website On request from school office	Free Copying + pp costs
Out of school clubs	Website On request from school office	Free Copying + pp costs
Services for which the school is entitled to recover a fee, together with those fees	On request – view and/or hard copy if applicable.	Copying + pp costs
School publications, leaflets, books and newsletters	Website On request from school	Free Copying + pp costs
Additional Information Any information not listed above	Other information is generally available on school website/school	Free or cost of copying +

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	brochure or upon request from the school office.	pp costs.
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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 @10p per sheet (black & white)	Actual cost
	Photocopying/printing @15p per sheet (colour)	Actual cost

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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		I
Other		

* the actual cost incurred by the public authority