



## **Publication Scheme & Guide to Information**

The Freedom of Information Act 2000 gives members of the public the right to access official information held by Public Authorities. Requests should be made in writing to The Headteacher, St James' CE Junior School, Wellington Row, Whitehaven, Cumbria, CA28 7HG or by email to [admin@stjamesjun.cumbria.sch.uk](mailto:admin@stjamesjun.cumbria.sch.uk) and will be dealt with within the statutory 20 working days.

As well as responding to requests for information made under the Freedom of Information Act 2000, the school is required to publish information proactively. The Freedom of Information Act requires every school to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. The scheme sets out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings and financial information.

### **Our Publication Scheme**

St James' CE Junior School has adopted the Information Commissioner's Model Publication Scheme in its entirety and have produced a Guide to Information (see below) which sets out the information we hold, where it can be obtained and whether a fee is payable.

The Publication Scheme commits St James' CE Junior School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the School.

### **The Publication Scheme commits the school:**

- *To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.*
- *To specify the information which is held by the School and falls within the classifications below.*
- *To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.*
- *To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.*

- *To review and update on a regular basis the information the authority makes available under this scheme.*
- *To produce a schedule of any fees charged for access to information which is made proactively available.*
- *To make this publication scheme available to the public.*

### **Classes of Information**

- 1 Who we are and what we do** - Organisational information, locations and contacts, constitutional and legal governance.
- 2 What we spend and how we spend it** - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3 What our priorities are and how we are doing** - Strategy and performance information, plans, assessments, inspections and reviews.
- 4 How we make decisions** - Policy proposals and decisions. Decision making processes, internal criteria and procedures, and consultations.
- 5 Our policies and procedures** - Current written protocols for delivering our functions and responsibilities.
- 6 Lists and Registers** - Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 7 The services we offer** - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available.**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme.**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written Requests

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

To make a request please write to: The Headteacher, St James' CE Junior School, Wellington Row, Whitehaven, Cumbria, CA28 7HG or by email: admin@stjamesjun.cumbria.sch.uk

## **Guide to information available from St James' CE Junior School under the ICO model publication scheme.**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 1 - Who we are and what we do.</b> (Organisational information, structures, locations and contacts) This will be current information only	Parent handbook, website
Who's who in the school	Website
Who's who on the Governing Body and the basis of their appointment	Website
Contact details for the headteacher and for the Governing Body (named contacts where possible with telephone & official school email address if used)	Website
School session times and dates	Parent handbook & website
<b>Class 2 – What we spend and how we spend it.</b> (Financial information relating to projected and annual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy on request
Annual budget plan and financial statements	Hard copy on request
Capitalised funding	Hard copy on request
Additional funding (Pupil Premium and PE & Sports Premium)	Website
Procurement & projects	Hard copy on request
Pay policy	Hard copy on request
Staffing & grading structure	Hard copy on request
Governors' allowances	Hard copy on request
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Website
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Full report</li> </ul> </li> </ul>	Website
Performance management policy and procedures adopted by the governing body.	Hard copy on request

<b>Class 4 – How we make decisions</b> (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
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website
School policies & procedures including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety policy</li> <li>• Complaints procedure</li> <li>• Staff code of conduct</li> <li>• Discipline and grievance policies</li> <li>• Equality and diversity (including equal opportunities) policy</li> </ul>	Website Website Website Hard copy on request Hard copy on request Website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Sex &amp; Relationships Education</li> <li>• Special Educational Needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Collective Worship</li> <li>• Behaviour</li> <li>• Anti-Bullying policy &amp; procedures</li> <li>• Attendance</li> <li>• E-safety</li> <li>• Admissions</li> <li>• SEND Local Offer report</li> <li>• Packed Lunch</li> </ul>	Website Website Website Website Website Website Website Website Website Website Website Website Website
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	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
<b>Class 6 - Lists and Register</b> Currently maintained lists and registers only	Meet with Headteacher to discuss request
Curriculum circular and statutory instruments	
Disclosure logs	

Asset & Equipment register	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	
<b>Class 7 – The services we offer</b> (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 publications	Via letters

## **SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black and white)*	Actual cost
	Photocopying/printing @ 10p per sheet (colour)*	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred by the public authority