

Freedom of Information

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

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	See schedule of charges for calculation of costs. This is dependent on the size of document and whether it is printed in black and white or colour
Who's who in the school	website	
Who's who on the governing body and the basis of their appointment	website	
Instrument of Government	hard copy	
Contact details for the Head teacher and for the governing body	hard copy/website	
School prospectus	website	
Staffing structure	website	
School session times and term dates	website	

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	See schedule of charges for calculation of costs. This is dependent on the size of document and whether it is printed in black and white or colour
Annual budget plan and financial statements	hard copy	
Capitalised funding	hard copy	
Additional funding	hard copy	
Procurement and projects	hard copy	
Pay policy	hard copy	
Staffing and grading structure	hard copy	
Governors' allowances	hard copy	
<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)	See schedule of charges for calculation of costs. This is dependent on the size of document and whether it is printed in black and white or colour
Performance management/appraisal policy and procedures adopted by the governing body.	hard copy	
Schools future plans	hard copy	
Policies and procedures. Contact school for the policies and procedures available	hard copy/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>	(hard copy or website)	<p>See schedule of charges for calculation of costs. This is dependent on the size of document and whether it is printed in black and white or colour</p>
<p>Admissions policy/decisions (not individual admission decisions)</p>	website	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	hard copy	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	hard copy	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	<p>See schedule of charges for calculation of costs. This is dependent on the size of document and whether it is printed in black and white or colour</p>
<p>School policies including:</p> <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 	hard copy/website	

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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Equality • Collective worship • Pupil discipline (Behaviour and Anti Bullying) 	<p>website</p>	<p>See schedule of charges for calculation of costs. This is dependent on the size of document and whether it is printed in black and white or colour</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>hard copy</p>	
<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>hard copy</p>	

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	See schedule of charges for calculation of costs. This is dependent on the size of document and whether it is printed in black and white or colour
Curriculum circulars and statutory instruments	by inspection	
Disclosure logs	by inspection	
Asset register	by inspection	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	by inspection	

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)	See schedule of charges for calculation of costs. This is dependent on the size of document and whether it is printed in black and white or colour
Extra-curricular activities	hard copy	
Out of school clubs	hard copy	
School publications	by inspection	
Services for which the school is entitled to recover a fee, together with those fees	by inspection	
Leaflets books and newsletters	hard copy/website	

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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 @25p 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)
Other		

* the actual cost incurred by the public authority