

# Freedom of Information

## Guide to information available from Darwen St James' CE Primary Academy under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)
Who's who in the school	Hard Copy & Website
Who's who on the governing body and the basis of their appointment	Hard Copy & Website
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard Copy & Website
School prospectus	Hard Copy
Annual Report	N/A
Staffing structure	Hard Copy & Website
School session times and term dates	Hard Copy & Website

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)
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	N/A

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<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hard Copy & Website
<p>Performance management policy and procedures adopted by the governing body.</p>	Hard Copy
<p>Schools future plans</p>	Hard Copy
<p>Every Child Matters – policies and procedures</p>	Hard Copy

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<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 or website)
Admissions policy/decisions ( <b>not</b> individual admission decisions)	Hard Copy & Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy

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

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<p>Records management and personal data policies, including:</p> <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) (Website)</li></ul>	Hard Copy
<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>	Hard Copy

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard Copy
Asset register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Hard Copy

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## Guide to information available from Darwen St James' CE Primary Academy under the model publication scheme

<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	Hard Copy
Out of school clubs	Hard Copy
School publications	Hard Copy & Website
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy
Leaflets books and newsletters	Hard Copy & Website



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### Contact details:

Miss M Beck – Head Teacher – 01254 703260

Mr Laurence Upton – Chair of Local Governing Committee

Mrs K Ashcroft-Gardner – School Business Manager – 01254 703260

### SCHEDULE OF CHARGES

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

\* the actual cost incurred by the public authority