



Responsibility for Document:

Head Teacher / DPO

Approved Date:

Summer 2020

Review Date:

Summer 2023

Freedom of Information - Guide to information available from DENMEAD JUNIOR SCHOOL under the model publication scheme

Information to be published	How the information can be obtained		Cost
	School website	Hard copy	
<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>			
Who's who in the school	✓	✓	
Who's who on the governing body and the basis of their appointment	✓	✓ <i>(See governor minutes)</i>	
Instrument of Government	✓ <i>(See governor minutes)</i>	✓	
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	✓	✓	
School prospectus	✓	✓	
Staffing structure	✓		
School session times and term dates	✓	✓	



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

	School website	Hard copy	
Annual budget plan and financial statements		✓ (Finance Files in office)	
Capitalised funding		✓ (Finance Files in office)	
Additional funding		✓ (Finance Files in office)	
Procurement and projects		✓ (Strategic Plan + files)	
Pay policy	✓	✓	
Staffing and grading structure		✓ (Finance Files in office)	
Governors' allowances	✓ (See Policy)	✓	



<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>	<p>School website</p>	<p>Hard copy</p>	
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>✓</p> <p>& Ofsted website</p>	<p>✓(Ofsted Report)</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>✓</p>	<p>✓</p>	
<p>Schools future plans</p>		<p>✓(Strategic Plan)</p>	
<p>Every Child Matters – policies and procedures</p>	<p>✓</p>		
<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>	<p>School website</p>	<p>Hard copy</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>✓ & Hantsweb</p>	<p>✓ held in office files</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>		<p>✓(Govs meetings files)</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>✓FGB Minutes</p>	<p>✓(Govs meetings files)</p>	



Records management and personal data policies, including:

- Information security policies
- Records retention destruction and archive policies
- Data protection (including information sharing policies)

✓
✓
✓

✓(HCC Record Office
Publication)



Class 6 – Lists and Registers	School website	Hard copy	
Currently maintained lists and registers only			
Curriculum circulars and statutory instruments	✓	✓	
Disclosure logs		✓(School Office)	
Asset register		✓(Inventory in Office)	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	School website	Hard copy	
Current information only			
Extra-curricular activities	✓	✓ (Letters to parents)	
Out of school clubs	✓	✓ (Letters to parents)	
School publications	✓	✓ (Letters to parents)	
Services for which the school is entitled to recover a fee, together with those fees	✓	✓ (Letters to parents)	
Leaflets books and newsletters	✓	✓ (Letters to parents)	



Contact details: **The Headteacher**
Denmead Junior School
Bere Road
Denmead
Hampshire
PO7 6PH
Tel: 023 9225 2735

SCHEDULE OF CHARGES - TO BE SUPPLIED ON REQUEST

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 per sheet at the current rate (rates available on request)	Actual cost
	Photocopying/printing per sheet at the current rate (rates available on request)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)