



Responsibility for Document:

Head Teacher / DPO

Approved Date:

November 2023

Review Date:

November 2026

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	
	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)
Capital funding		✓ (Finance Files in office)
Financial audit reports		✓ (Finance Files in office)
Details of expenditure items over £2000- published at least annually (but published at a more frequent quarterly or six-monthly intervals where practical)		✓ (Finance Files in office)
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).		✓ (Strategic Plan + files)
Pay policy	✓	✓
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		✓ (Pay policy)
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.		✓ (Finance Files in office)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		✓



Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	School website	Hard copy
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	✓ & Ofsted website	✓ (Ofsted Report)
Performance management policy and procedures adopted by the governing body.	✓	✓
Performance data or a direct link to it	✓	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		✓ (Governors' minutes)
Every Child Matters – policies and procedures	✓	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	School website	Hard copy
Admissions policy/decisions (not individual admission decisions)	✓ & Hantsweb	✓ held in office files
Agendas of meetings of the governing body and (if held) its sub-committees		✓ (Govs meetings files)
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meetings.	✓ FGB Minutes	✓ (Govs meetings files)



Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

	School website	Hard copy
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff code of conduct • Discipline and grievance policies • Safeguarding & Child Protection & Whistleblowing • Staffing structure • Freedom of Information request • Equality 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Attendance • Acceptable use of ICT • Home-learning • Curriculum Information • Sex education • Special educational needs and disabilities • Accessibility plan • Collective worship • Positive Behaviour • Teaching and Learning • Supporting Children with medical conditions 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</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 Currently maintained lists and registers only	School website	Hard copy	
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) Current information only	School website	Hard copy	
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)	



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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)