

Freedom of Information

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

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	http://www.firsidejuniorschool.co.uk/	
Who's who in the school	Website Prospectus	Nil
Who's who on the governing body and the basis of their appointment	Website Prospectus	Nil
Instrument of Government	Available from the Clerk to school governors c/o the school	Postage
Contact details for the Head teacher and for the governing body	Website Prospectus	Nil Postage
School prospectus	Website Hard copy via school office	Nil Postage
Staffing structure	Website Prospectus	Nil Postage
School session times and term dates	Website Prospectus	Nil Postage
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)	(hard copy and/or website)	
Annual budget plan and financial statements	School Office	Postage
Capitalised funding	School Office	Postage
Additional funding	School Office	Postage
Procurement and projects	School Office	Postage
Pay policy	School Office	Postage

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Staffing and grading structure	School Office Prospectus (website)	Nil
Governors' allowances (The Governors have determined that they will not claim any allowances for out of pocket expenses)	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website Website “	- - -
Performance management policy and procedures adopted by the governing body.	Hard copy from school office	Postage
Schools future plans	Hard copy from school office	Postage
Single Equalities Scheme	Website Hard copy from school office	Postage
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	LA admissions policy Website	Nil
Agendas of meetings of the governing body and (if held) its sub-committees	Clerk to school governors School office	Postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Clerk to school governors School office	Postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

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Current information only		
<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 	Available from school office	Postage
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex and relationships • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Learning journals School office School office Website + school office School office School office School office n/a Website + school office</p>	Postage
<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>School office School office School office / school newsletter</p>	Postage
Charging regimes and policies.	School office	Postage
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by	

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Currently maintained lists and registers only	inspection)	
Curriculum circulars and statutory instruments	School office	Postage
Disclosure logs	School office	Postage
Asset register	School office	Postage
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School office	Postage
Out of school clubs	School office	Postage
School publications	School office	Postage
Services for which the school is entitled to recover a fee, together with those fees	School office	Postage
Leaflets books and newsletters	School office + website	Postage
Additional Information		

Contact details: office@firside.norfolk.sch.uk

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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 and distribution	Actual costs of Paper, photocopying, time and admin.
	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