

Freedom of Information November 2020

Guide to information available from Carbeile Junior School under the model publication scheme Information to be published (See final page for costs)

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)

This will be current information only

Who's who in the school [Web](#)

Who's who on the governing body and the basis of their appointment [Web](#)

Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) [Web](#)

School prospectus [Hard copy](#)

School session times and term dates [Web](#)

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

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](#)

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 profile (Government supplied performance data, The latest Ofsted report Summary and Full report [Web](#)

Teacher appraisal and capability procedures [Hard copy](#)

Schools future plans [Web](#)

Class 4 – How we make decisions (Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions) [Web](#)

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](#)

**Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)
Current information only**

School policies including:

- Charging and remissions policy
- Health and Safety
- Complaints procedure
- Equality Act statement

Student and curriculum policies, including:

- Home-school agreement
- Curriculum
- Sex education
- Special educational needs
- Collective worship
- Careers education
- Student discipline

Records management and personal data policies, including:

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

Charging regimes and policies.

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.

Class 6 – Lists and Registers Currently maintained lists and registers only.

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

Extra-curricular activities [Web](#)

Out of school clubs [Web](#)

School publications [Web](#)

Services for which the school is entitled to recover a fee, together with those fees [Web](#)

Leaflets books and newsletters [Web/Hard copy](#)