



STATUTORY (C) DOCUMENT

FOI Guide to Information



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| Policy Revision Date | 7 th October 2024 |
| Review Frequency | 3 yearly |
| Role / Author | SBM /Deborah Guy |
| Governing Body Committee/HT | Full Governing Body |
| Date of GB Meeting/HT review for approval | HT approval 21 st October 2024 |
| Due with Clerk to Governors (where applicable) | 7 days prior to GB meeting |
| Governing Body/HT Approval Date | Confirmed to FGB meeting 13 th January 2025 |
| Status (draft / approved) | Approved |

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| Date Policy Due for next review: | Autumn 2027 |
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Note:

Please ensure tracked changes are used to highlight changes from the last approved version. The document status should be 'Draft'.

Once the changes have been approved by the Governing Body, the tracked changes can be accepted and the document status changed to 'Approved'.

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Policy Review

The following list must be completed prior to submission to the relevant Governing Body meeting/HT for approval.

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| Links with other Policies | Freedom of Information Act 2000 - Publication Scheme |
| Model or Locally Produced | ICO Model Policy based on Model Publication Scheme |
| Are changes to model policy or previous policy clearly identified (e.g. track changes) | Yes |
| In the view of the HT is the policy related to High, Medium or Low Risk activity to the school | Low |
| What are the likely consequences to school of non-compliance | Reputational risk; risk of fine by ICO |
| Are the governors/SLT accountabilities clearly identified | n/a |
| Are other accountabilities clearly identified | Yes |
| Are there any particular issues/risks associated with implementation/operation of policy | No |
| How will policy effectiveness be evaluated | n/a |
| How will HT report to governors on effectiveness and when | n/a |
| When will the policy next be due for renewal (for statutory compliance) | Autumn 2027 |
| Does the policy impact on available resources | No |



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Guide to information available from Elson 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) This will be current information only | | |
| Who's who in the school | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free |
| Who's who on the governing body and the basis of their appointment | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free |
| Instrument of Government | Hardcopy: School Office | Free |
| Address, telephone number, e-mail address and website for the school together with names of key personnel. | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free |
| School Prospectus | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free |
| Outline of the School Curriculum | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free |
| School session times and term dates | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free |

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| 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 | | |
| Annual budget plan and financial statements | Hardcopy: School Office | 10p a page |
| Capital funding | Hardcopy: School Office | 10p a page |
| Financial audit reports | Hardcopy: School Office | 10p a page |
| Procurement and projects | Hardcopy: School Office | 10p a page |
| Pay policy | Hardcopy: School Office | 10p a page |
| Staff allowances and expenses | Hardcopy: School Office | 10p a page |
| Staffing and grading structures | Hardcopy: School Office | 10p a page |
| Governors' allowances | Hardcopy: School Office | 10p a page |
| 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 Performance Data | Website: https://www.compare-school-performance.service.gov.uk/school/116162/elson-junior-school/primary Hardcopy: School Office | Free 10p a page |
| Latest Ofsted Report | Website: https://files.ofsted.gov.uk/v1/file/50045209 Hardcopy: School Office | Free 10p a page |

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| Performance Management policy and procedures adopted by the governing body | Hardcopy: School Office | 10p a page |
| Schools future plans | Hardcopy: School Office | 10p a page |
| Safeguarding and Child Protection Policies | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free 10p a page |
| 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) | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free 10p a page |
| Agendas of meetings of the governing body and its sub-committees | Hardcopy: School Office | 10p a page |
| Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meetings | Hardcopy: School Office | 10p a page |

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| <p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | | |
| <p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Health & Safety Policy • Complaints Procedure • Accessibility Plan • Freedom of Information Policy • Equality Objectives • Pupil Premium Statement • Coronavirus (COVID-19) Catch up Premium Statement for 2021 • PE Sports Premium Statement | <p>Some available on website: www.elsonjunior.co.uk</p> <p>Hardcopy: School Office</p> | <p>Free</p> <p>10p a page</p> |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-School Agreement • Anti-bullying Policy • Home Learning Policy • Special Education Needs • Behaviour Policy • Supporting Pupils with Medical Conditions Policy | <p>Some available on website: www.elsonjunior.co.uk</p> <p>Hardcopy: School Office</p> | <p>Free</p> <p>10p a page</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data Protection Policy • Privacy Notice • Records retention, destruction and archive | <p>Some available on website: www.elsonjunior.co.uk</p> <p>Hardcopy: School Office</p> | <p>Free</p> <p>10p a page</p> |

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| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | | |
| Curriculum circulars and statutory instruments | Hardcopy: School Office | 10p a page |
| Disclosure logs | Hardcopy: School Office | 10p a page |
| Asset register | Hardcopy: School Office | 10p a page |
| Any information the school is legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | Hardcopy: School Office | 10p a page |
| Class 7 – The services we offer | | |
| Information about the services we offer, including leaflets, guidance and newsletters produced | | |
| Currently information only | | |
| Extra-Curricular activities | Hardcopy: School Office | Free |
| School publications | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free 10p a page |
| Services for which the school is entitled to recover a fee, together with those fees | Hardcopy: School Office | 10p a page |
| Leaflets, booklets and newsletters | Website: www.elsonjunior.co.uk Hardcopy: School Office | Free 10p a page |



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Contact Details:
Elson Junior School
Exmouth Road
GOSPORT
Hampshire
PO12 4EX

Email: adminoffice@elson-jun.hants.sch.uk

Telephone Number: 02392 583754

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 @ 10p per sheet (black and white) | Actual cost* |
| | Photocopying/printing @ 20p per sheet (colour) | Actual cost* |
| Disbursement cost | 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 school**
Reviewed by the Resources Committee