



Freedom of Information Guide to Information available

Date Policy approved and adopted:	12th November 2018
Date Due for review:	November 2019



Freedom of Information

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
Staffing structure	Website: www.elsonjunior.co.uk Hardcopy: School Office	Free
School session times and term dates	Website: www.elsonjunior.co.uk Hardcopy: School Office	Free

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: http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=116162	Free

	Hardcopy: School Office	10p a page
Latest Ofsted Report	Website: https://reports.ofsted.gov.uk/provider/21/116162 Hardcopy: School Office	Free 10p a page
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
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
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

<p>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Health & Safety Policy • Complaints Procedure • Staff Conduct Policy • Discipline and Grievance Policies • Staffing Structure • Freedom of Information Policy • Single Equality Scheme • Staff Recruitment Policies 	<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 • Curriculum • Sex Education • Special Education Needs • Collective Worship • Behaviour 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 • 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>

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 for the public and businesses) 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

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

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