

Appendix 1 Freedom of Information Publication Scheme

Guide to information available from St Joseph's Catholic Primary School

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government – documentation recording the name and category of the school and the name and constitution of its governing body	School Office	Chargeable
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
School Information booklet	School Office – Hard Copy	Chargeable
Staffing structure	School Office – Hard Copy	Chargeable
School session times and term dates	Website	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 2 years		
<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Annual budget plan and financial statements	School Office – Hard Copy	Chargeable
Capitalised funding	School Office – Hard Copy	Chargeable
Additional funding <ul style="list-style-type: none"> • Pupil Premium (current year and previous year) – expenditure & outcomes • Sports PE Premium (current year and previous year) – expenditure & outcomes 	Website Website	Free Free
Procurement and projects	School Office – Hard Copy	Chargeable
Pay policy	School Office – Hard Copy	Chargeable
Staffing and grading structure	School Office – Hard Copy	Chargeable
Governors' allowances	School Office – Hard Copy	Free

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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		
<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
School profile <ul style="list-style-type: none"> ● Government supplied performance data The ● latest Ofsted report <ul style="list-style-type: none"> - Full report 	Website (link) Website	Free Free
Performance Management (Teacher Appraisal) policy and procedures adopted by the Governing Body	School Office – Hard Copy	Chargeable
A statement of the school's ethos and British values	Website	Free

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years</p>		
<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>Admissions policy/decisions (not individual admission decisions)</p> <p style="padding-left: 40px;">Nursery</p> <p style="padding-left: 40px;">Reception – Year 6</p>	<p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p>
<p>Agendas of meetings of the governing body and (if held) sub-committees</p>	<p>School Office – Hard Copy</p>	<p>Chargeable</p>
<p>Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meetings.</p>	<p>School Office – Hard Copy</p>	<p>Chargeable</p>

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy (charging for school activities) • Health and Safety • Safeguarding/Child Protection • Complaints procedure • Staff conduct policy (Staff handbook/HR Handbook) • Discipline and grievance policies (complaints procedure) • Staffing structure implementation plan • Information request handling policy (Freedom of Information Publication Policy) • Single Equality and objectives (including equal opportunities) • Staff recruitment policies (safer recruitment and selection HR Handbook) 	Website Website Website Website School Office – Hard Copy Website School Office – Hard Copy Website Website School Office – Hard Copy	Free Free Free Free Chargeable Free Chargeable Free Free Chargeable
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Feedback and Marking and Assessment policies • Curriculum • Special educational needs & inclusion • Accessibility • Collective worship • Behaviour & Discipline • Education for Personal Relationships 	School Office – Hard Copy Website School Office – Hard Copy Website Website School Office – Hard Copy Website Website	Chargeable Free Chargeable Free Free Chargeable Free Free

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<p>Records management and personal data policies, including: Information security policies Records retention destruction and archive policies Data protection (including information sharing policies)</p>	<p>Meet with Headteacher to discuss request</p>	<p>Chargeable</p>
<p>Charging regimes and policies.</p> <p>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.</p>	<p>This document - Website</p>	<p>Free</p>

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Curriculum circulars and statutory instruments – including regulations, departmental circulars and administrative memoranda sent to the Head Teacher / Governing Body concerning the curriculum	School Office – Hard Copy	Chargeable
Disclosure logs	School Office – Hard Copy	Chargeable
Asset register – capital assets	School Office – Hard Copy	Chargeable
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance record which is confidential, nor will it include any pupil specific details)	School Office – Hard Copy	Chargeable

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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

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Extra-curricular activities	Website/via letters	Free
Out of school clubs	Website/via letters	Free
School publications	Website/via letters	Free

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CONTACT DETAILS:

St Joseph's Catholic Primary School
 90 Oakhill Road
 Putney
 London SW15 2QD

Tel: 0208 874 1888

Fax: 0208 870 5900

SCHEDULE OF CHARGES

All documents provided by the school are chargeable based on the following schedule of charges. Charges cover costs of paper, photocopying and postage. Admin time to collate the documents is not charged but donations to the school to help cover these charges are gratefully received. As policies and documents are updated regularly we will send you an estimate of the charges likely to be incurred based on the documentation you have requested and the method by which you wish to receive it by. Payment must be received prior to documentation being provided. We will not charge parents and guardians who have pupils at the school for individual copies of documents.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost incurred by the school
	Photocopying/printing @ 25p per sheet (colour)	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2 nd class (unless 1 st class is stipulated)
	Envelope @ 5p	Actual cost incurred by the school