

Freedom of Information

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

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	Website www.greenfields-jun.hants.sch.uk Hard copy Contact office	Free 10p per page
Who's who on the governing body and the basis of their appointment	Website www.greenfields-jun.hants.sch.uk Hard copy Contact office	Free 10p per page
Instrument of Government	Hard copy Contact office	10p per page
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website www.greenfields-jun.hants.sch.uk Hard copy Contact office	Free 10p per page

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School prospectus	Website www.greenfields-jun.hants.sch.uk Hard copy Contact office	Free 10p per page
Annual Report	N/A	
Staffing structure	Hard copy Contact office	10p per page
School session times and term dates	Website www.greenfields-jun.hants.sch.uk Hard copy Contact office	Free 10p per page
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	(hard copy and/or website)	
Annual budget plan and financial statements	For inspection only	Free
Capitalised funding	For inspection only	Free
Additional funding (income generation schemes)	N/A	
Procurement and projects	For inspection only	Free
Pay policy	For inspection only	Free
Staffing and grading structure	For inspection only	Free
Governors' allowances	For inspection only	Free

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Website www.greenfields-jun.hants.sch.uk</p> <p>Hard copy Contact office</p>	<p>Free</p> <p>10p per page</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy Contact office</p>	<p>10p per page</p>
<p>Schools future plans</p>	<p>Website – school profile www.greenfields-jun.hants.sch.uk</p> <p>Hard copy Contact office</p>	<p>Free</p> <p>10p per page</p>
<p>Every Child Matters – child protection policies and procedures</p>	<p>Website www.greenfields-jun.hants.sch.uk</p> <p>Hard copy Contact office</p>	<p>Free</p> <p>10p per page</p>

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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 as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website www.greenfields-jun.hants.sch.uk Hard copy Contact office</p>	<p>Free 10p per page</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>For inspection only</p>	<p>Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>For inspection only</p>	<p>Free</p>

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<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 • Single equalities policy • Staff recruitment policies 	Hard copy School office	10p per page
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality (as Single Equalities policy) • Collective worship • Pupil discipline 	Hard copy School office	10p per page
Records management and personal data policies, including:		

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<ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 		
<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>Hard copy School office</p>	<p>10p per page</p>
<p>Class 6 – Lists and Registers</p>	<p>(hard copy or website; some</p>	

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Currently maintained lists and registers only	information may only be available by inspection)	
Curriculum circulars and statutory instruments	For inspection only	Free
Disclosure logs	N/A	
Asset register	For inspection only	Free
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	(hard copy or website; some	

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	information may only be available by inspection)	
Extra-curricular activities	Website www.greenfields-jun.hants.sch.uk Hard copy Contact office	Free 10p per page
Out of school clubs	Website www.greenfields-jun.hants.sch.uk Hard copy Contact office	Free 10p per page
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	Website www.greenfields-jun.hants.sch.uk Hard copy Contact office	Free 10p per page
Additional Information		

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This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Mrs Emma Stacey
Greenfields Junior School
Green Lane
Hartley Wintney
RG27 8DQ

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 & white)	Actual cost of photocopying
	Postage – dependant on size	Actual cost of Royal Mail

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		standard 2 nd class – 28p
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

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Every 3 years