

Freedom of Information

Guide to information available from St James's C.E. Primary 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	(hard copy and/or website)	
Who's who in the school	www.st-james.dudley.sch.uk/	n/a
Who's who on the governing body and the basis of their appointment	Hard copy / www.st-james.dudley.sch.uk/	5p per page
Instrument of Government	Hard copy	5p 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))	Hard copy	5p per page
School prospectus	Hard copy / www.st-james.dudley.sch.uk/	£1.50 + 5p per page
Annual Report	N/A	
Staffing structure	www.st-james.dudley.sch.uk/	
School session times and term dates	Hard copy / www.st-james.dudley.sch.uk/	5p per page

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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 as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	5p per page
Capitalised funding	Hard copy	5p per page
Additional funding	Hard copy	5p per page
Procurement and projects	Hard copy	5p per page
Pay policy	Hard copy	5p per page
Staffing and grading structure	Hard copy	5p per page
Governors' allowances	n/a	

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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	(hard copy or www.st-james.dudley.sch.uk/)	
School profile <ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report	www.st-james.dudley.sch.uk/	
Performance management policy and procedures adopted by the governing body.	Hard copy	5p per page
Schools future plans	Hard copy	5p per page
Every Child Matters – policies and procedures	Hard copy	5p per page

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or www.st-james.dudley.sch.uk)	
Admissions policy/decisions (not individual admission decisions)	Hard copy / www.st-james.dudley.sch.uk/	5p per page
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	5p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	5p per page

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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>	<p>(hard copy or www.st-james.dudley.sch.uk/)</p>	
<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 implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Hard copy / www.st-james.dudley.sch.uk/</p>	<p>5p per page</p>
<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 • Collective worship • Careers education • Pupil discipline 	<p>Hard copy / www.st-james.dudley.sch.uk/</p>	<p>5p per page</p>

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy	5p per page
<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>	www.st-james.dudley.sch.uk/	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Hard copy / www.st-james.dudley.sch.uk/</p>	<p>5p per page</p>
<p>Out of school clubs</p>	<p>Hard copy / www.st-james.dudley.sch.uk/</p>	<p>5p per page</p>
<p>School publications</p>	<p>Hard copy / www.st-james.dudley.sch.uk/</p>	<p>5p per page</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>On application</p>	
<p>Leaflets books and newsletters</p>	<p>www.st-james.dudley.sch.uk/</p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p>Contact details: Lindsay Mason – Head Teacher School Office: 01384 818810 Email Address: info@st-james.dudley.sch.uk</p>		

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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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual 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 public authority