



FREEDOM OF INFORMATION PUBLICATION SCHEME

2020

Approved by ¹	
Name:	W L Hall
Position:	Chair of Governors
Signed:	
Date:	September 2020
Review date ² :	September 2021

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from South Walney 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 Address of school and contact details, including email address	(hard copy and/or website) Website	 Free
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	Hard copy	B&W copy charge at time of request + postage
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
Staffing structure	Hard copy	B&W copy charge at time of request + postage
School session times and term dates	Website	Free

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Information to be published	How the information can be obtained	Cost
<p>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</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	B&W copy charge at time of request + postage
Capital funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy	
Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy	
Pay policy	Hard copy	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	

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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 (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	B&W copy charge at time of request + postage
Performance data or a direct link to it	Hard copy	
The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Hard copy	
Safeguarding and child protection	Website	Free

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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 website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
Agendas and minutes of meetings of the governing body and its committees. NB this will exclude information that is properly regarded as private to the meetings).	Hard copy	B&W copy charge at time of request + postage

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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>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) 	Website	Free
<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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	Website	Free

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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	B&W copy charge at time of request + postage
Disclosure logs	By inspection	Free
Asset register	By inspection	Free
Any information the school is currently legally required to hold in publicly available registers	Hard copy	B&W copy charge at time of request + postage

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Information to be published	How the information can be obtained	Cost
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications, leaflets, newsletters	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free

Contact details: Ms Z J Lines, Headteacher, South Walney Junior School
 Website: www.swalneyj.cumbria.sch.uk

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost as at September 2019	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority