

Freedom of Information Publication Scheme Agreed by Resources Committee 8.7.2019
Reviewed: 6.5.2021 (Resources Committee)
Next review due: Summer 2023



In God's eyes we believe, achieve and aspire!

**St Laurence-in-Thanel
Church of England
Junior Academy**

Joy · Hope · Forgiveness · Love · Resilience

FREEDOM OF INFORMATION PUBLICATION SCHEME

Guide to information available from St Laurence in Thanet CE Junior Academy under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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) Website	
Who’s who in the school	Website	
Who’s who on the governing body / board of governors and the basis of their appointment	Website/Hard copy available from Clerk to Trustees	10p/sheet
Instrument of Government / Articles of Association	E-mail (free) Hard copy	10p/sheet

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Hard copy	10p/sheet
Annual Report (if any)	Website Hard copy	10p/sheet
Staffing structure	Website Hard copy	10p/sheet
School session times and term dates	Website Hard copy	10p/sheet
Address of school and contact details, including email address.	Website	
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)	(hard copy and/or website)	
Current and previous financial year as a minimum	Website Hard copy	10p/sheet
Annual budget plan and financial statements	Hard copy	10p/sheet
Capital funding	Hard copy	10p/sheet
Financial audit reports	Hard copy	10p/sheet

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	10p/sheet
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	10p/sheet
Pay policy	E-mail (free) Hard copy	10p/sheet
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	10p/sheet
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.	Available to view online only	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p/sheet
Class 3 – What our priorities are and how we are doing		

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<p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Link to relevant website</p> <p>Website Hard copy</p> <p>E-mail (free) Hard copy</p>	<p>10p/sheet</p> <p>10p/sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>E-mail (free) Hard copy</p>	<p>10p/sheet</p>
<p>Performance data or a direct link to it</p>	<p>Hard copy</p>	<p>10p/sheet</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Minutes of Trustee meetings – hard copy</p>	<p>10p/sheet</p>

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Safeguarding and child protection (where not covered by the Data Protection Act)	Hard copy	10p/sheet
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 Hard copy	10p/sheet
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	10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales,	(hard copy or website)	

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<p>this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<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) 	<p>Hard copy Data Protection Policy on website</p>	<p>10p/sheet</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>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>	<p>Website Hard copy</p>	<p>10p/sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

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Curriculum circulars and statutory instruments	Hard copy	10p/sheet
Disclosure logs	Hard copy	10p/sheet
Asset register	Available for inspection only	
Any information the school is currently legally required to hold in publicly available registers	Available for inspection only	
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 Hard copy	10p/sheet
Out of school clubs	Website Hard copy	10p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	10p/sheet
School publications, leaflets, books and newsletters	Hard copy	10p/sheet
Additional Information This will provide schools with the opportunity to publish information		

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that is not itemised in the lists above		
Policies available on the school's website Supporting Pupils with Medical Conditions Equality Hiring of Premises Spiritual, Moral, Social and Cultural Development Collective Worship RE Behaviour Anti Bullying Complaints SEN & Disability E Safety First Aid		

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
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Disbursement cost	Photocopying/printing @ 10p 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

Link to FOI Code of Practice

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/744071/CoP_FOI_Code_of_Practice_-_Minor_Amendments_20180926_.pdf

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