

FREEDOM OF INFORMATION POLICY
ABBOTSWOOD JUNIOR SCHOOL
Reviewed by Senior Leadership Team: November 2018
Approved by Resources Committee 19 November 2018
Review date: November 2022

Information to be published	How the information can be obtained	Cost Hard copies will generally be provided free of charge, but if large amounts are required, a cost will be levied.
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	Website or hard copy from the School Office	
Who's who on the governing body / board of governors and the basis of their appointment	Website or hard copy from the School Office	
Instrument of Government / Articles of Association	Hard copy from the School Office	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website or hard copy from the School Office	
Staffing structure	Website or hard copy from the School Office	

School session times and term dates	Website or hard copy from the School Office	
Address of school and contact details, including email address.	Website or hard copy from the School Office	
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		
Annual budget plan and financial statements	Hard copy from the School Office	
Capital funding	Hard copy from the School Office	
Financial audit reports	Hard copy from the School Office	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy from the School Office	
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 from the School Office	
Pay policy	Hard copy from the School Office	

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 from the School Office	
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 from the School Office	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy from the School Office	
<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>		
<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 	Website or hard copy from the School Office	
Performance management policy and procedures adopted by the governing body.	Hard copy from the School Office	
Performance data or a direct link to it	Hard copy from the School Office	

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy from the School Office	
Safeguarding and child protection	Hard copy from the School Office	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website or hard copy from the School Office	
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 from the School Office	
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, 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. <i>Current policies listed at the end of this document.</i>		

Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy from the School Office	
Charging regimes and policies.	Website or hard copy from the School Office	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy from the School Office	
Disclosure logs	Available for inspection only from the School Office	
Asset register	Available for inspection only from the School Office	
Any information the school is currently legally required to hold in publicly available registers	Hard copy from the School Office	
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		
Extra-curricular activities	Website or hard copy from the School Office	
Out of school clubs	Website or hard copy from the School Office	

Services for which the school is entitled to recover a fee, together with those fees	Website or hard copy from the School Office	
School publications, leaflets, books and newsletters	Website or hard copy from the School Office	

Additional Information for: **Class 5 – Our policies**

<p>Admissions Policy</p> <p>Anti-Bullying Policy</p> <p>Attendance Policy</p> <p>Charging Policy</p> <p>Safeguarding Policy</p> <p>Child Protection Policy</p> <p>Complaints Policy</p> <p>Data Protection Policy</p> <p>Freedom of Information</p>	<p>Governor Visit Policy</p> <p>Health and Safety Policy</p> <p>PDL Policy including SRE and Drug Education</p> <p>Physical Intervention Policy</p> <p>Positive Behaviour Policy</p> <p>SEND Policy</p> <p>Single Equality Scheme</p> <p>Supporting Pupils with Medical Conditions</p>
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