

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

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)	

Template guide to information for schools

Version 3

1

20130830

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

Who's who in the school	http://www.stjohnsradlett.herts.sch.uk/school/teachers-and-staff/ Hard copy	FREE 10p/sheet
Who's who on the governing body / board of governors and the basis of their appointment	http://www.stjohnsradlett.herts.sch.uk/school/governors/ Hard copy	FREE 10p/sheet
Instrument of Government / Articles of Association		
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	http://www.stjohnsradlett.herts.sch.uk/contact-us/ Hard copy	FREE 10p/sheet
School prospectus (if any)	http://www.stjohnsradlett.herts.sch.uk/school/prospectus/ Hard copy	FREE 10p/sheet

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Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

Annual Report (if any)		
Staffing structure	http://www.stjohnsradlett.herts.sch.uk/school/teachers-and-staff/ Hard copy	FREE 10p/sheet
School session times and term dates	http://www.stjohnsradlett.herts.sch.uk/term-dates/ Hard copy	FREE 10p/sheet
Address of school and contact details, including email address.	http://www.stjohnsradlett.herts.sch.uk/contact-us/ Hard copy	FREE 10p/sheet

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Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

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	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
Capital funding	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett	

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Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

	WD7 8DD Hard copy	10p/sheet
Financial audit reports	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
Details of expenditure items over £2000 — published at least annually but at a more frequent quarterly or six-monthly interval where practical		
Procurement and contracts the school has entered into, or information relating to / a link to information held by an	admin@stjohnsradlett.herts.sch.uk	

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

organisation which has done so on its behalf (for example, a local authority or diocese).	Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
Pay policy	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD 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.	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

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.	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

Current information as a minimum		
<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 	<p>http://www.stjohnsradlett.herts.sch.uk/school/ofsted-report/</p> <p>Hard copy</p>	<p>FREE</p> <p>10p/sheet</p>

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

<ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
Performance data or a direct link to it	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

Safeguarding and child protection	http://www.stjohnsradlett.herts.sch.uk/assets/Documents/child-protection-policy-22.02.16-3.pdf	FREE
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	http://www.stjohnsradlett.herts.sch.uk/school/admissions/	FREE

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

<p>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).</p>	<p>admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy</p>	<p>10p/sheet</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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</p>	<p>(hard copy or website)</p>	

Template guide to information for schools

Version 3

11

20130830

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

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>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) 	http://www.stjohnsradlett.herts.sch.uk/assets/Documents/esafety-and-data-security-policy-may-2015.pdf Hard copy	<p>FREE</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>	http://www.stjohnsradlett.herts.sch.uk/assets/Documents/charging-policy-2015.pdf Hard copy	<p>FREE</p> <p>10p/sheet</p>

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

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").		
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	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
Disclosure logs		

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	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	http://www.stjohnsradlett.herts.sch.uk/school/enrichment/ Hard copy	FREE 10p/sheet

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

Out of school clubs	http://www.stjohnsradlett.herts.sch.uk/school/enrichment/ Hard copy	FREE 10p/sheet
Services for which the school is entitled to recover a fee, together with those fees	admin@stjohnsradlett.herts.sch.uk Gills Hill Lane Radlett WD7 8DD Hard copy	10p/sheet
School publications, leaflets, books and newsletters	http://www.stjohnsradlett.herts.sch.uk/parent-information/	FREE
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Template guide to information for schools

Version 3

15

20130830

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Charge rate
	Photocopying/printing @ 15p per sheet (colour)	Charge rate
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Freedom of Information

Guide to information available from St. John's (CE) Infant & Nursery School under the model publication scheme

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* the actual cost incurred by the public authority