



“Be Brave, Be Bright and Be YOU!”



**Monkway
Junior School**

FREEDOM OF INFORMATION PUBLICATION SCHEME

2020

Approved by¹	
Name:	P Telford/ P McQuade
Position:	Head/ Chair of Governors
Signed:	P Telford
Date:	December 2020
Review date²:	December 2022

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

²The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to comply with ICO current version of this document	April 2019

Freedom of Information

Guide to information available from Monkway Junior 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	Website	Nil
Who’s who in the school	Website	Nil
Who’s who on the governing body/board of governors and the basis of their appointment	Website	Nil
Instrument of Government/Articles of Association	Hard copy available from Clerk	10p per copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	Nil
Staffing structure	Hard copy available from school	10p per copy
School session times and term dates	Website	Nil
Address of school and contact details, including email address	Website	Nil

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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		
Annual budget plan and financial statements	Hard copy available from school	10p per copy
Capital funding	Hard copy available from school	10p per copy
Financial audit reports	Hard copy available from school	10p per copy
Pay policy	Hard copy available from school	10p per 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 available from school	10p per copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	N/A

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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>		
<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	Nil
Performance management policy and procedures adopted by the governing body.	Hard copy available from school	10p per copy
Safeguarding and child protection	Website	Nil

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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		
Admissions policy/decisions (not individual admission decisions) – where applicable	https://www.cumbria.gov.uk/childrenservices/schoolsandlearning CUMBRIA EDUCATION SERVICE GENERAL ADMISSIONS POLICY Community and Voluntary Controlled Schools	Nil
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).	Available from Clerk	10p per copy

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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 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 English government. These will include policies and procedures for handling information requests.</p>	Hard copies available from school	10p per copy
Charging regimes and policies.	Website	Nil

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Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	By Inspection	N/A
Disclosure logs	By Inspection	N/A
Asset register	By Inspection	N/A
Any information the school is currently legally required to hold in publicly available registers (Not including attendance register)	Website/hard copy when assessed for need	10p per copy

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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	Hard copy available from school	10p per copy
Out of school clubs	Hard copy available from school	10p per copy
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available from school	10p per copy
School publications, leaflets, books and newsletters	Hard copy available from school/website	10p per copy/N/A
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	N/A	N/A

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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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost Paper & admin
	Photocopying/printing @10.p per sheet (colour)	Actual cost Paper & admin
	Postage	Actual cost of Royal Mail standard 2 nd class 88p-£1.83