



**Monkwear
Junior School**

MONKWEAR JUNIOR SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2025

Approved by¹	
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Position:	Headteacher and Chair of Governors
Signed:	D S Willis P McQuade
Date:	January 2025
Review date²:	January 2027

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

² The Governing Body are free to determine review frequency.

REVIEW SHEET

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). We keep this sheet to record updates for our records, but we usually publish only the table.

[illegible]

Freedom of Information

Guide to information available from Monkway Junior School under the model publication scheme

We referred to the Information Commissioner's Office (ICO) ['Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' \(v4.0\)](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
Class 1 - Who we are and what we do Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	Website	
Head teacher's contact details.	Website	
Who's who in the school.	Website	
Who's who on the governing body/board of governors and selection criteria for appointment.	Website	
Governing body's or board of governors' contact details.	School office	
Instrument of Government/Articles of Association.	Hard copy available from Clerk	20p per copy
School session times and term dates	Website	

Current information to be published	How you can obtain information	Cost
Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.		
Annual budget and financial statements or the academy annual accounts.	School office	
Capital funding.	School office	
Financial audit reports.	School office	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	School office	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	School office	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	School office	
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	N/A	N/A
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	School office	
Details of any premiums we receive such as Pupil premium.	Website/ School office	20p

Current information to be published	How you can obtain information	Cost
Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.		
Annual Report.	School office	20p per sheet
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	School website	
Exam and assessment results.	Link on school website	
Performance tables	Link on school website	
Careers programme information	N/A	N/A
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	N/A	N/A
Our school profile and performance data supplied to the Government (GIAS)	https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/112170	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.		
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.		

Current information to be published	How you can obtain information	Cost
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	School Website School office	20p per sheet
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Clerk to Governing Body	20p per sheet
Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.	School Website School office	20p per sheet
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Website School office	20p per sheet
Safeguarding and child protection, including protecting children's personal data.	School website School office	20p per sheet
Equality and Diversity.	School website School office	20p per sheet
Policies and procedures relating to recruitment and human resources.	School website School office	20p per sheet
Special educational needs and disability.	School website SENDCO	20p per sheet
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website School office	20p per sheet

Current information to be published	How you can obtain information	Cost
Pay Policy	School office	20p per sheet
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 and CCTV usage policies) 	School office	20p per sheet
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	School website Office	20p per sheet
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	School office	
Curriculum circulars and statutory instruments	By inspection	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	N/A	N/A
Disclosure logs i.e., information provided in response to FOIA requests	By inspection	
Asset register and Information Asset register	By inspection	
Any information we are currently legally required to hold in publicly available registers	School office	

Current information to be published	How you can obtain information	Cost
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	Class Dojo	
Out of school clubs	School website Class Dojo	
Services for which the school is entitled to recover a fee, together with those fees	Chargings and Remissions policy- School website School office	20p per sheet
School publications, leaflets, books, and newsletters	School website Office Class Dojo	20p per sheet
Additional Information		
Any information that is not itemised in the lists above		
	N/A	N/A

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 20p per sheet (black & white)	Actual cost, paper and admin

Type of charge	Description	Basis of charge
	Photocopying/printing @ 30p per sheet (colour)	Actual cost, paper and admin
	Postage 88p- £1.55	Actual cost of Royal Mail standard 2 nd class