

## Northolmes Junior School - Freedom of Information publication scheme

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

Reviewed June 1019  
Next Review June 2022  
Ratified by FGB: 04.07.19

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) <i>This will be current information only</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	Website free Hard copy costs per sheet BW=4p Colour=10p
Who's who on the governing body / board of governors and the basis of their appointment	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
Instrument of Government	<b>Hard copy</b> Contact the office 01403 261822	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
School prospectus (if any)	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
Staffing structure	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
School session times and term dates	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
Address of school and contact details, including email address.	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	<b>Hard copy</b> Contact the office 01403 261822	Website free Hard copy costs per sheet BW=4p Colour=10p
Capital funding	<b>Hard copy</b> Contact the office 01403 261822	
Financial audit reports	<b>Hard copy</b> Contact the office 01403 261822	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<b>Hard copy</b> Contact the office 01403 261822	
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 the local authority).	<b>Hard copy</b> Contact the office 01403 261822	
Pay policy	<b>Hard copy</b> Contact the office 01403 261822	
Staffing, pay and grading structure. (Senior Leadership Team or equivalent in bands of £10,000 and more junior posts, by salary range.)	<b>Hard copy</b> Contact the office 01403 261822	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<b>Hard copy</b> Contact the office 01403 261822	
Pupil premium funding report	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
PE and sport premium funding report	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Performance data	<a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a> <b>Hard copy</b> Contact the office 01403 261822	Website free Hard copy costs per sheet BW=4p Colour=10p
The latest Ofsted report	<a href="https://reports.beta.ofsted.gov.uk/provider/21/125836">https://reports.beta.ofsted.gov.uk/provider/21/125836</a> <b>Hard copy</b> Contact the office 01403 261822	
School Development plan (The school's future plans and action to meet identified areas to improve from the most recent Ofsted inspection.)	<b>Hard copy</b> Contact the office 01403 261822	
Performance management policy and procedures adopted by the governing body.	<b>Website</b> <a href="http://www.littlehaven.w-sussex.sch.uk">http://www.littlehaven.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
Safeguarding and child protection – various documents including: <ul style="list-style-type: none"> <li>• Behaviour (Discipline) policy, Anti-Bullying policy, and Behaviour Principles</li> <li>• Child Protection policy</li> <li>• Confidential reporting policy</li> <li>• Safer recruitment process</li> <li>• Health &amp; Safety policy, risk assessments &amp; premises management documents</li> <li>• Supporting pupils with medical conditions</li> </ul>	<b>Hard copy</b> Contact the office 01403 261822 <i>Please note, the school holds certain other information, such as a Central Record of recruiting and vetting checks that is required by law but that is exempt from publication under the data protection act.</i>	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous three years</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy (West Sussex) Contact information for West Sussex admissions	<b>Website (for WS admissions contact)</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy (of WS admissions contact)</b> Contact the office 01403 261822	Website free Hard copy costs per sheet BW=4p Colour=10p
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).	<b>Hard copy</b> Contact the office 01403 261822	

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities <b>not already listed under other classes</b> ) <i>Current information only</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Accessibility plan	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	Website free Hard copy costs per sheet BW=4p Colour=10p
Appraisal policy (Teacher appraisal)	<b>Hard copy</b> Contact the office 01403 261822	
Charging policy	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
Complaints procedure statement	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
Data protection (including information sharing policies)	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
Equality information and objectives (public sector equality duty) statement for publication	<b>Hard copy</b> Contact the office 01403 261822	
Freedom of information	<b>Hard copy</b> Contact the office 01403 261822	
Sex & Relationships Education policy	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	
Special Education Needs policy	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	

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Special Educational Needs information report	<p><b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a></p> <p><b>Hard copy</b> Contact the office 01403 261822</p>	
Staff capability, conduct, discipline and grievance policies	<p><b>Hard copy</b> Contact the office 01403 261822</p>	
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)</p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>
Curriculum circulars and statutory instruments <i>Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum</i>	<p><b>Website</b> <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></p> <p><b>Hard copy</b> Contact the office 01403 261822</p>	
Disclosure logs	<i>Please note, the school holds certain information that is exempt from publication under the data protection act.</i>	Not available
Asset register	<p><b>Hard copy</b> Contact the office 01403 261822</p>	Hard copy costs per sheet BW=4p Colour=10p
Register of pupils	<i>Please note, the school holds certain information that is exempt from publication under the data protection act.</i>	Not available
Register of business interests of the headteacher and governors	<p><b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a></p> <p><b>Hard copy</b> Contact the office 01403 261822</p>	Hard copy costs per sheet BW=4p Colour=10p

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	<b>How the information can be obtained</b>	<b>Cost</b>
After school clubs	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	Hard copy costs per sheet BW=4p Colour=10p
School publications, leaflets, books and newsletters	<b>Website</b> <a href="http://www.northolmes.w-sussex.sch.uk">http://www.northolmes.w-sussex.sch.uk</a> <b>Hard copy</b> Contact the office 01403 261822	

## 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
<b>Disbursement cost</b>	Photocopying/printing @ 4p per sheet (black & white)	Charge includes cost of paper and printing
	Photocopying/printing @ 10p per sheet (colour)	Charge includes cost of paper and printing
	Postage	Actual cost of Royal Mail postal charge
<b>Statutory Fee</b>		In accordance with the relevant legislation

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