

ASHFIELD JUNIOR SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

June 2024 – June 2027

Approved by ¹	
Name:	Sarah Layzell
Position:	Chair of Governors
Signed:	<i>S Layzell</i>
Date:	June 2024
Review date ² :	June 2027

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

²The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Ashfield 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) 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). Head teacher’s contact details.	http://www.ashfieldjuniorschool.co.uk/	free
Who’s who in the school.	http://www.ashfieldjuniorschool.co.uk/contact-us/	free
Who’s who on the governing body/board of governors and selection criteria for appointment.	http://www.ashfieldjuniorschool.co.uk/school/our-school-staff/ http://www.ashfieldjuniorschool.co.uk/governors/	free
Governing body’s or board of governors’ contact details.	Contact us via http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet for paper copy
Instrument of Government/Articles of Association.	http://www.ashfieldjuniorschool.co.uk/governors/instrument-of-governance/	free
School/academy prospectus.	http://www.ashfieldjuniorschool.co.uk/information/file-datasvr1-school-users-staff-cgibson-desktop-ashfield-junior-school-prospectus-pdf/	10p/sheet for paper copy

Current information to be published	How you can obtain information	Cost
School/session times and term dates	Term dates: http://www.ashfieldjuniorschool.co.uk/school/term-dates/ Times: http://www.ashfieldjuniorschool.co.uk/school/	free
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.	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Annual budget and financial statements.	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Capital funding.	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Financial audit reports.	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
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.	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet

Current information to be published	How you can obtain information	Cost
<p>Class 4 – How we make decisions</p> <p>Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	<p>Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/</p>	10p/sheet
<p>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.</p>	<p>Website: http://www.ashfieldjuniorschool.co.uk/information/admissions-junior-school/</p>	free
<p>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.</p>	<p>Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/</p>	10p/sheet
<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>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.</p>	<p>Website: http://www.ashfieldjuniorschool.co.uk/information/policies/</p>	free
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>Website: http://www.ashfieldjuniorschool.co.uk/information/policies/</p>	free
<p>Safeguarding and child protection, including protecting children’s personal data.</p>	<p>Website: http://www.ashfieldjuniorschool.co.uk/information/policies/ http://www.ashfieldjuniorschool.co.uk/school/safeguarding/</p>	free
<p>Equality and Diversity.</p>	<p>Website: http://www.ashfieldjuniorschool.co.uk/information/policies/ http://www.ashfieldjuniorschool.co.uk/information/equality-duty/</p>	free

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Policies and procedures relating to recruitment and human resources.	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Special educational needs and disability.	Website: http://www.ashfieldjuniorschool.co.uk/information/sen-information/ http://www.ashfieldjuniorschool.co.uk/information/policies/	free
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website: http://www.ashfieldjuniorschool.co.uk/information/policies/ Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	free
Pay Policy	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/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) 	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/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).	Website: http://www.ashfieldjuniorschool.co.uk/information/policies/	free
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet

Current information to be published	How you can obtain information	Cost
Curriculum circulars and statutory instruments	Website: http://www.ashfieldjuniorschool.co.uk/curriculum/	free
Disclosure logs i.e., information provided in response to FOIA requests	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Asset register and Information Asset register	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Any information we are currently legally required to hold in publicly available registers	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Class 7 – The services we offer		
Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Website: http://www.ashfieldjuniorschool.co.uk/ Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	Free 10p/sheet
Extra-curricular activities	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Out of school clubs	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Paper copy available upon request. Contact: http://www.ashfieldjuniorschool.co.uk/contact-us/	10p/sheet
School publications, leaflets, books, and newsletters	Website: http://www.ashfieldjuniorschool.co.uk/information/file-datasvr1-school-users-staff-cgibson-desktop-ashfield-junior-school-prospectus-pdf/ http://www.ashfieldjuniorschool.co.uk/information/letters-flyers/	Free
Additional Information		
Any information that is not itemised in the lists above		

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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 10p per sheet (black & white)	Actual cost
	Photocopying/printing 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

