

Church Crookham Junior School

FREEDOM OF INFORMATION POLICY

Name of School	Church Crookham Junior School
Date of Policy Issue/Review	July 2019
Name of Headteacher	Pam Meek
Signature of Responsible Manager/Headteacher	

Introduction	
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This document outlines what information is available at Church Crookham Junior School.

Class 1 - Who we are and what we do	(Organisational information, structures, locations and contacts) This will be current information only
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Information to be Published	How the Information can be Obtained	Cost
Who's who in the school	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Who's who on the governing body and the basis of their appointment	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Instrument of Government	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Contact details for the Headteacher and for the governing body	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Staffing Structure	Paper copy from the School Office	No charge for a single copy
School session times and term dates	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy

Church Crookham Junior School

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
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Information to be Published	How the Information can be Obtained	Cost
Annual budget plan and financial statements	Paper copy from the School Office	No charge for a single copy
Capitalised funding	Paper copy from the School Office	No charge for a single copy
Additional funding	Paper copy from the School Office	No charge for a single copy
Procurement and projects	Paper copy from the School Office	No charge for a single copy
Pay Policy	Paper copy from the School Office	No charge for a single copy
Staffing and grading structure	Paper copy from the School Office	No charge for a single copy
Governors' allowances	Paper copy from the School Office	No charge for a single copy

Class 3 – What our Priorities are and how we are doing	(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum.
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Information to be Published	How the Information can be Obtained	Cost
School Profile: <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted Report 	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Performance Management Policy and procedures adopted by the governing body	Paper copy from the School Office	No charge for a single copy
Schools future plans	Paper copy from the School Office	No charge for a single copy

Class 4– How we make decisions	(Decision making processes and records of decisions) Current and previous three years as a minimum
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Information to be Published	How the Information can be Obtained	Cost
Admissions policy/decisions (not individual admission decisions)	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Agendas of meetings of the governing body	Paper copy from the School Office	No charge for a single copy
Minutes of the FGB – this will exclude information that is properly regarded as private to the meetings	Paper copy from the School Office	No charge for a single copy

Church Crookham Junior School

Class 5– Our Policies and Procedures	(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.
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Information to be Published	How the Information can be Obtained	Cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff Code of Conduct • Discipline and Grievance Policies • Equality and Diversity (including equal opportunities) policies • Recruitment, Retention and Induction of Staff 	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Pupil curriculum policies, including: <ul style="list-style-type: none"> • Home-School Agreement • Relationships and Sex Education Policy • Accessibility Policy and Plan • Behaviour Policy 	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Records management and personal data policies including: <ul style="list-style-type: none"> • Records Retention Schedule • Data Protection 	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy

Class 6– Lists and registers	Currently maintained lists and registers only.
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Information to be Published	How the Information can be Obtained	Cost
Curriculum circulars and statutory instruments	Paper copy from the School Office	No charge for a single copy
Disclosure logs	Paper copy from the School Office	No charge for a single copy
Asset register	Paper copy from the School Office	No charge for a single copy
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register.)	Paper copy from the School Office	No charge for a single copy

Church Crookham Junior School

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.
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Information to be Published	How the Information can be Obtained	Cost
Extra-curricular activities	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Out of school clubs	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
School publications	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Services for which the school is entitled to recover a fee, together with those fees	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy
Leaflets books and newsletters	School website	No charge by school
	Paper copy from the School Office	No charge for a single copy

Contact Details	
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Telephone: 01252-617664
 Email: adminoffice@crookham-jun.hants.sch.uk
 Data Protection Officer: Mrs Jo Bickerstaff

Schedule of Charges	
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This describes how the charges have been arrived at:

Type of Charge	How the Information can be Obtained	Cost
Disbursement cost	Photocopying/printing at 6p per sheet (black and white)	Actual cost (per sheet cost to school)
	Postage	Actual cost of Royal Mail standard 2 nd class

Review	
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The policy is reviewed bi-annually and updated as necessary.