

Freedom of Information

Guide to information available at St. Joan of Arc Catholic Primary School under the model publication scheme

Information to be published.	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts constitutional and Legal governance) This will be current information only</p>	
Instrument of Governance	Hard Copy/Website
Who's who on the governing body and the basis of their appointment	Website
School sessions times and term dates	Website/email copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website/Hard Copy
School Prospectus (if any)	Hard copy

Address of school and contact details, including email address	Website/Hard copy
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	Hard copy
Annual budget plan and financial statements	Hard copy
Capital Funding	Hard copy
Financial audit reports	Hard copy
Pay policy	Hard 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	
School profile (if any)	
Performance Management Policy and procedures adopted by the governing body.	Hard copy
Performance data or a direct link to it	Website/Hard copy
The school's future plans- SIP	Hard copy
Safeguarding and Child Protection	Website/Hard copy

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions) Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website / Hard copy</p>
<p>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).</p>	<p>Website/Hard copy</p>
<p>Agendas and minutes of meetings of the governing body’s sub-committees NB this will exclude information that is properly regarded as private to the meetings)</p>	<p>Website</p>
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only.</p>	<p>(hard copy or website)</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Records Retention, Destruction and Archive policies • Data Protection (including information sharing policies) • Health and Safety • Freedom of Information Policy 	<p>Hard copy</p> <p>Website/ Hard copy</p> <p>Website/ Hard copy</p> <p>Website/ Hard copy</p>

<ul style="list-style-type: none"> • Child Protection and Safeguarding 	Website/ Hard copy
<p>Pupil and Curriculum Policies</p> <ul style="list-style-type: none"> • Equality Policy • Attendance Policy • E-Online Safety Policy • Religious Education Policy • Medical Needs Policy • RSE Policy 	<p>Website/ Hard copy</p> <p>Website/Hard copy</p> <p>Website/ Hard copy</p> <p>Website/ Hard copy</p> <p>Website/ Hard copy</p> <p>Website/Hard copy</p>
<p>Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Website / Hard copy
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)

Curriculum circulars and statutory instruments	Website/Hard copy
Disclosure logs	Website/Hard copy
Asset register	Digital copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
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	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website/Hard copy
Out of school clubs	Website/Hard copy