

Freedom of Information

Guide to information available from John Colet School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who in the school	Prospectus on website and hard copy from School Office	CC plus P&P
Who's who on the governing body and the basis of their appointment	Prospectus	CC plus P&P
Instrument of Government	Hard Copy from Headteacher	CC plus P&P
Contact details for the Head teacher and for the governing body	School Office	CC plus P&P
School prospectus	Website and hard copy from School Office	CC plus P&P
Staffing structure	Hard copy from Headteacher	CC plus P&P
School session times and term dates	Newsletter on website and Prospectus	CC plus P&P

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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	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy from Business Manager	CC plus P&P
Capitalised funding	Hard copy from Business Manager	CC plus P&P
Additional funding	Hard copy from Business Manager	CC plus P&P
Procurement and projects	Hard copy from Business Manager	CC plus P&P
Pay policy	Hard copy from Headteacher	CC plus P&P
Staffing and grading structure	Hard copy from Headteacher	CC plus P&P

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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	How the information can be obtained	Cost
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report • 	School Profile website	
Performance management policy and procedures adopted by the governing body.	Hard copy from Headteacher	CC plus P&P
Schools future plans	Hard copy from Headteacher	CC plus P&P
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Buckinghamshire County Council website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy of full Governing Body Meetings in School Office Hard copy of sub-committees from Headteacher	CC plus P&P
Minutes of meetings (as above) –this will exclude information that is properly regarded as private to the meetings.	Hard copy of full Governing Body Meetings in School Office Hard copy of sub-committees from Headteacher	CC plus P&P

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	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 conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Website or hard copy from Headteacher	CC plus P&P
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Website, prospectus and hard copy from Headteacher	CC plus P&P
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Data protection (including information sharing policies) 	Hard copy from Headteacher	CC plus P&P

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Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Cost
Asset register	Hard copy from Business Manager	CC plus P&P
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy from Headteacher	CC plus P&P
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		
Extra-curricular activities	Newsletter on website	
Out of school clubs	Newsletter on website	
School publications	Website	
Leaflets books and newsletters	Website	

SCHEDULE OF CHARGES

CC Plus P&P means Copy Cost plus Postage and Packaging

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class plus envelope