

Freedom of Information

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

Introduction: The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. Wimborne Junior School is committed to increased transparency. The school intends that members of the public should be able to routinely access information that is in the public interest and is safe to disclose. The publication scheme and this guide to information inform the public what information we have available.

In line with our commitment to increased transparency, where possible, people should be able to access our available information directly on the web. Otherwise, they will be able to receive it promptly whenever they ask. Governors and the school are working to maximise the amount of school information directly available via our website.

This guide provides a list of all the information the school will make routinely available, explain how it can be accessed and whether or not a charge will be made for it.

This guide should be read in conjunction with the model publication scheme.

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Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
<p>Who's who in the school</p>	<p>Website www.wimborne-jun.portsmouth.sch.uk</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Website www.wimborne-jun.portsmouth.sch.uk</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at</p>

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		£11.53 per hour (plus VAT)
Instrument of Government	Hardcopy Contact school office	#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website www.wimborne-jun.portsmouth.sch.uk Hardcopy Contact school office	Free #bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)
School prospectus	Website www.wimborne-jun.portsmouth.sch.uk Hardcopy Contact school office	Free £1.80/copy +P&P
Staffing structure	Hardcopy Contact school office	#bw1p/sheet

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		or free by email plus admin charge at £11.53 per hour (plus VAT)
School session times and term dates (see School Handbook)	<p>Website www.wimborne-jun.portsmouth.sch.uk</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
Address of school and contact details, including email address.	<p>Website www.wimborne-jun.portsmouth.sch.uk</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	<p>Hardcopy Contact school office</p>	<p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
Capital funding	<p>Hardcopy Contact school office</p>	<p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
Financial audit reports	<p>Hardcopy Contact school office</p>	<p>#bw1p/sheet or free by email plus admin charge at</p>

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		£11.53 per hour (plus VAT)
Pay policy	<p>Website sites.google.com/a/lea.portsmouth.sch.uk/humanresources/manual-of-personnel-practice</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
Governors' allowances that can be incurred or claimed-	<p>Hardcopy Contact school office</p>	<p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

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Current information as a minimum		
<ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan (see School Improvement Plan) 	<p>Website www.wimborne-jun.portsmouth.sch.uk</p> <p>Hardcopy Contact school office</p> <p>Website www.ofsted.gov.uk Search for 'Wimborne Junior School'</p> <p>Hardcopy Contact school office</p> <p>Hardcopy Contact school office</p>	<p>Free #bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p> <p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>

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Performance management policy and procedures adopted by the governing body.	Hardcopy Contact school office	#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)
Performance data or a direct link to it	Website www.dashboard.ofsted.gov.uk Search for 'Wimborne Junior School' Hardcopy Contact school office	Free #bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)
Safeguarding and child protection	Hardcopy Contact school office	#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	

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<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website www.portsmouth.gov.uk Search for 'Admissions'</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</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>Hardcopy Contact school office</p>	<p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. These will</p>	<p>(hard copy or website)</p>	

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include policies and procedures for handling information requests.		
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 policies) 	Hardcopy Contact school office	#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)
Charging regimes and policies.	Website www.wimborne-jun.portsmouth.sch.uk Hardcopy Contact school office	Free #bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Statutory instruments	Hardcopy Contact school office	#bw1p/sheet

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		or free by email plus admin charge at £11.53 per hour (plus VAT)
Asset register	Inspection Only Contact school office	#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)(where printing required)
Any information the school is currently legally required to hold in publicly available registers	Inspection Only Contact school office	#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT) (where printing required)
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	

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Current information only		
Extra-curricular activities	<p>Website www.wimborne-jun.portsmouth.sch.uk</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
Out of school clubs	<p>Website www.wimborne-jun.portsmouth.sch.uk</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at £11.53 per hour (plus VAT)</p>
School publications, leaflets, books and newsletters	<p>Website www.wimborne-jun.portsmouth.sch.uk</p> <p>Hardcopy Contact school office</p>	<p>Free</p> <p>#bw1p/sheet or free by email plus admin charge at</p>

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
None		

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white) plus admin charge at £11.53 per hour (plus VAT)	Actual cost *
	Photocopying/printing @ 4p per sheet (colour) plus admin charge at £11.53 per hour (plus VAT)	Actual cost * Unless specifically requested, photocopying/printing will be assumed to be in black & white.
	Postage & packing	Actual cost of Royal Mail standard 2 nd class and packaging.
Statutory Fee	Confirmed on application	In accordance with the relevant legislation (we will quote the actual statute)
Other		

* the actual cost incurred by the public authority