

Guide to information available from All Saints CE Junior Academy under the Freedom of Information Model Publication Scheme

All enquiries for information should initially be made to the Academy Office.

Please note that the internet is available in most public libraries.

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) Who's who in the school</p>	<p>(hard copy and/or website) Information about teaching staff is available on the school website www.allsaintscejunioracademy.org under the 'Staff' section</p> <p>Information about all staff is available in the school handbook</p>	<p>Free</p> <p>Free to parents; 10p per sheet for members of the public</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Information about Governors is available on the school website - www.allsaintscejunioracademy.org. See also link to the Academy Trust website - http://schools.chichester.anglican.org/dcat/</p> <p>The Academy has a Local Governing Body, which is a group made up of two representatives of the Diocesan Multi Academy Trust, the Executive Principal of the Academy, a Staff representative, and two Parent Governors. The Chair of the LGB can be contacted via the Clerk to Governors - clerktogovs@allsaintscejunioracademy.org</p>	
<p>Instrument of Governance</p>	<p>Available from the Clerk to governors - contact the Clerk to Governors - clerktogovs@allsaintscejunioracademy.org</p>	<p>10p a sheet</p>
<p>Contact details for the Head teacher</p>	<p>Available in school handbook; prospectus On school website under 'Contact us' section</p>	<p>10p per sheet Free</p>
<p>School prospectus</p>	<p>Available freely to prospective parents The prospectus is also available for free on the school website under the 'About us' section.</p>	<p>10p per sheet for members of the public</p>
<p>Staffing structure</p>	<p>Available on request (in SIP)</p>	<p>10p per sheet</p>
<p>School session times and term dates</p>	<p>Available on website; in prospectus and handbook</p>	<p>As above</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	(hard copy and/or website)	
Annual budget plan and financial statements	Available through the Academy Office - contact the School Business Manager	10p per sheet
Capital funding	Available through the Academy Office - contact the School Business Manager	10p per sheet
Financial Audit reports	Available through the Academy Office - contact the School Business Manager	10p per sheet
Procurements and projects	Available through the Academy Office - contact the School Business Manager	10p per sheet
Pay Policy	Available on request from the main office (NB all staff have copies through the intranet - Read Only_Staff_Policies_PM and Pay)	10p per sheet
Staff allowances that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equiv., whose basic actual salary is at least £60,000 per annum) by reference to categories.	Available through the Academy Office - contact the School Business Manager	10p per sheet
Staffing, pay and grading structure	Available on request (in SIP)	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	See Policy on website. Contact the Clerk clerktogovs@allsaintscejunioracademy.org	10p per sheet

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Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
School performance data - this may include: <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Section 48 RE and Worship OFSTED report • Post Inspection Action Plan 	On request from the academy Our latest OFSTED and Section 48 reports are also available on the school website www.allsaintscejunioracademy.org under 'About us' section	10p per sheet
Performance management policy and procedures adopted by the governing body.	Available on request from the main office (NB all staff have copies through the intranet - Read Only_Staff_Policies_PM and Pay)	10p per sheet
Performance Data	KS2 results available on the school website - www.allsaintscejunioracademy.org	
School's future plans	Newsletters (through website 'News' section) A copy of the School Improvement Plan can be made available. This is a large document to photocopy.	Free 10p per sheet
Safeguarding and Child protection - policies and procedures	NB all key policies are available via the academy website under the 'Policies' section	As above

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<p>Class 4 - How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Admissions policy and procedures are available on the academy website www.allsaintscejunioracademy.org under 'Parents' section</p>	<p>Free</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Available through the Governing Body - contact the Clerk clerktogovs@allsaintscejunioracademy.org</p>	<p>10p per sheet</p>
<p>Minutes of meetings (as above) - N.B. this will exclude information that is properly regarded as private to the meetings.</p>	<p>Available through the Governing Body - contact the Clerk clerktogovs@allsaintscejunioracademy.org</p>	<p>10p per sheet</p>

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<p>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>(hard copy or website)</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Data protection (including information sharing policies) <ul style="list-style-type: none"> • Records retention destruction and archive policies 	<p>The Academy follows procedures for information security and data protection as identified in the ESCC County Circular 268/2009 (available from County c-zone - contact CS.DPA@eastsussex.gov.uk.)</p> <p>The Academy is registered with the Information Commissioner through the Academy Trust.</p> <p>Information for data management is also available in our <i>Procedures for financial management at All Saints CE Junior School</i></p> <p>Information is also available in our ICT policy in the 'Policies' section on our academy website</p> <p>Record retention information is available in the Record retention information for schools, also available from c-zone on request. <i>As a Church sponsored Academy, currently use is not made of the County archive system.</i></p>	<p>Free for those with access to c-zone.</p> <p>Hard copies of circulars/ policies available on request 10p per sheet</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>	<p>Information available in school handbook and also in the academy charging policy (available on request from the school office)</p>	<p>10p per sheet</p>

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<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Confidential Reporting (Whistleblowing) Policy • County Discipline and grievance policies • Model Public Information policy and Guide to information available from All Saints CE Junior School • Equalities Policy (including equal opportunities) policies • Staff recruitment policies • Complaints procedure 	<p>All key policies are available on the academy website, www.allsaintscejunioracademy.org under the 'Policies' section</p> <p>NB We follow Safer Recruitment procedures for all staff appointments as identified in our 'General Safeguarding arrangements for pupils at All Saints CE Junior Academy' Policy</p> <p>Our complaints procedure is outlined in our school handbook and prospectus, and on the academy website.</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Learning and Teaching • Sex education • Special educational needs • Equalities Policy (including accessibility and race equality) • RE and Collective worship • Behaviour and anti-bullying (pupil discipline) 	<p>Available on the academy website, www.allsaintscejunioracademy.org under the 'Parents' section</p> <p>All key policies are available on the academy website, www.allsaintscejunioracademy.org under the 'Policies' section</p>	

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<p>Equality & Diversity</p> <ul style="list-style-type: none"> • Single Equality Policy • SEND & Accessibility Policy • Accessibility Plan 	<p>All policies are available on the academy website, www.allsaintscejunioracademy.org under the 'Policies' section</p>	
<p>Recruitment of Staff - policies and procedures:</p>	<p>The academy follows the recruitment and selection procedures of the local authority, through the 'toolkit' available to schools/academies on their intranet.</p>	

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<p>Class 6 - Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p><i>NB Due to the potential risks of sharing some of this information please do not be offended if staff need to check with the Multi Academy Trust/Local Authority in order to determine the appropriateness of the request.</i></p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Available on request from c-zone via the Executive Principal</p>	<p>10p per sheet</p>
<p>Disclosure logs</p>	<p>Available to appropriate personnel from the Executive Principal</p>	<p>Free</p>
<p>Asset register</p>	<p>Available to appropriate personnel from the School Business Manager</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Available from the office to appropriate personnel</p>	

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<p>Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Available via a termly newsletter and in the academy display cabinet	Free
Out of school clubs	Available via a newsletter at the beginning of the year and in the academy display cabinet	Free
School publications	Available from the Parent Information Contact, Mrs Clare Asson, via the school office	Most publications are free
Services for which the school is entitled to recover a fee, together with those fees	Charging policy available on the academy website www.allsaintscejunioracademy.org under the 'Policies' section	Free
Leaflets books and newsletters	Available from the Parent Information Contact, Mrs Clare Asson, via the school office N.B. All newsletters are available on the academy website and can be collected from the main office.	Most publications are free

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Additional Information		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Requests for further information can be made to the Executive Principal, who will speak with the local authority to determine whether the request is reasonable and appropriate.		

Contact details:

The Executive Principal
All Saints CE Junior Academy
Githa Road
Hastings
East Sussex
TN35 5JU

01424 421397 (office)
01424 721404 (fax)

office@allsaintscejunioracademy.org

www.allsaintscejunioracademy.org

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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
Other	Costs of admin time in photocopying resources if a large number	£15 per hour

* the actual cost incurred by the public authority