

Freedom of Information – Appendix 1

Guide to information available from Stalyhill Junior 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) This will be current information only		
Who's who in the school	Website: www.stalyhill-jun.tameside.sch.uk	
Who's who on the governing body and the basis of their appointment	Website: www.stalyhill-jun.tameside.sch.uk	
Instrument of Government	School Office	See below
Contact details for the Head teacher and for the governing body	School Office	See below
Key Information Booklet (Prospectus)	Website: www.stalyhill-jun.tameside.sch.uk	
Governors Annual Report	Website: www.stalyhill-jun.tameside.sch.uk	
Staffing structure	School Office	See below
School term dates	Website: www.stalyhill-jun.tameside.sch.uk	
School session times	Website: www.stalyhill-jun.tameside.sch.uk	
Address of school and contact details, including email address.	Website: www.stalyhill-jun.tameside.sch.uk	
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		
Annual budget plan and financial statements	School Office	See below
Capital funding	School Office	See below
Financial audit reports	School Office	See below
Details of expenditure items over £5000	School Office	See below
Procurement and contracts the school has entered into, or information relating to an organisation which has done so on its behalf (for example, a local authority or diocese).	School Office	See below
Pay policy	School Office	See below
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	School Office	See below

Staffing, pay and grading structure.	School Office	See below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governors are not allowed to claim allowances	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information		
- Performance data supplied to the English Government - The latest Ofsted report, and post-inspection action plan	Website: www.stalyhill-jun.tameside.sch.uk	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Office	See below
Safeguarding and child protection policies	Website: www.stalyhill-jun.tameside.sch.uk	
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) – where applicable	TMBC website: https://www.tameside.gov.uk/admissions	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is regarded as confidential to the meetings).	School Office	See below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current statutory information only.	Website: www.stalyhill-jun.tameside.sch.uk	
Records management and personal data policies, including: - Information security policies - Records retention, destruction and archive policies - Data protection (including information sharing policies)	School Office	See below
Charging policies	Website: www.stalyhill-jun.tameside.sch.uk	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: www.stalyhill-jun.tameside.sch.uk	
Asset register	Website: www.stalyhill-jun.tameside.sch.uk	

Any information the school is currently legally required to hold in publicly available registers	School Office	See below
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	Website: www.stalyhill-jun.tameside.sch.uk	
Out of school clubs	Website: www.stalyhill-jun.tameside.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	School Office	See below
School publications, leaflets, books and newsletters	Website: www.stalyhill-jun.tameside.sch.uk	

Schedule of Charges

Type of Charge	Description	Basis of Charge
Cost	Photocopying / printing @ 0.5 pence per sheet (Black and white)	Actual cost to school
	Photocopying / printing @ 0.5 pence per sheet (Black and white)	Actual cost to school
	Postage	Actual cost to school (Royal Mail standard 2 nd Class)