John Perry Primary School



PUBLICATION SCHEME

Approved by: School Governing Body **Date:**

Last reviewed on: August 2024

Next review date: September 2027

If printed, copied, or otherwise transferred from this website this document must be considered to be an uncontrolled copy.

Policy amendments may occur at any time and you should consult the Policies page on the website for the latest update.

Publication Scheme

Guide to information available from John Perry Primary School under the model publication scheme.

Class 1 - Who we are and what we do (organisational information, structures, locations and contacts)		
Information Requested	**Available From**	**Charge**
Who's who in the School	Website	Free
Who's who on the governing body/board of governors and the basis of their appointment	Website	Free
Instrument of Government/Articles of Association	Website	Free
	Hard Copy – Contact School	50p/sheet
School Prospectus and Curriculum	Website	Free
	Hard Copy – Contact School	50p/sheet
Annual Report	Website	Free
School session times and term dates	Website	Free
Address of the school and contact information	Website	Free

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)		
Information Requested	**Available From**	**Charge**
Annual budget plan and financial statements	Website	Free
	Hard Copy – Contact School	50p/sheet
Capital Funding	Website	Free
	Hard Copy – Contact School	50p/sheet
Financial audit reports	Website	Free
	Hard Copy – Contact School	50p/sheet
Details of expenditure items over £2,000	Website	Free
	Hard Copy – Contact School	50p/sheet
Procurement and Contracts	Contact School	Free
	Hard Copy	50p/sheet
Pay Policy	On request – Contact School	Free
	Hard Copy	50p/sheet
Staff allowances and expenses	On request – Contact School	Free
	Hard Copy	50p/sheet
Staffing, pay and grading structure	On request – Contact School	Free
	Hard Copy	50p/sheet
Governors' allowances, total payments	On request – Contact School	Free
	Hard Copy	50p/sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

Information Requested	Available From	Charge
Strategy and performance information	Website	Free
	Hard Copy – Contact School	50p/sheet
The school's future plans (proposals for and any consultation on the future of the School, such as a change in status Safeguarding and child protection	Website	Free
Assessments	Website	Free
	Hard Copy – Contact School	50p/sheet
Inspections and reviews	Website	Free

Class 4 – How we make decisions (Decision making processes and records of decisions)

Information Requested	Available From	Charge
Admissions Policy/Decisions (not individual admission decisions)	Website	Free
	Hard Copy – Contact School	50p/sheet
Agendas and minutes of meetings of the governing body and its committees (This will exclude information that is properly regarded as private to the meetings)	Website	Free

Class 5 – Our Policies and Procedures (Current protocols, policies and procedures for delivering our services and responsibilities)

Information Requested	Available From	Charge
Policies	Website	Free
Charging regimes	Website	Free

Class 6 – Lists and Registers (Currently maintained lists and registers only (this does not include the attendance register).

Information Requested	Available From	Charge
Currently maintained Lists and Registers	On request - Contact School	Free
Curriculum circulars and statutory instruments	On request - Contact School	Free
FOI Disclosure Logs	On request - Contact School	Free
Asset Register	On request – Contact School	Free
Any information the School is currently legally required to hold in publicly available registers	On request – Contact School	Free
	Hard Copy	50p/sheet

Class 7 – The Services we Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Information Requested	Available From	Charge
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications, leaflets, books and newsletters	Website	Free

Charges for Information

Information that is provided through our websites will be free of charge.

For requests made that require charges, a confirmation of payment due will be provided before the requested information is fulfilled. We reserve the right to request payment before furnishing the requestee, with the information petitioned

The time allowed for us to provide the information (20 working days) does not include the period between the issuing of the fees notice and the receipt of the payment

Charges may be made for:	
Service	Charge
Photocopying/printing (black and white)	50p/page
Photocopying/printing (colour)	50p/page
Postage	Actual cost of Royal Mail Standard 2nd class
Letters (i.e for the Home Office)	£10 per letter/request

Contact Information

Schools Freedom of Information Officer

Our Freedom of information Officer can be contacted for Hard copy requests and additional questions.

Email: info@dpenterprise.co.uk

Additional information

For further information please see the Freedom of Information Policy on the School website. Additional information is available on the Information Commissioner's website. You can also contact the information Commissioner's Office:

By Phone: 0330 123 1113
01625 54 57 45
By Email: please use the online enquiry form on our website

Website: www.ico.gov.uk