



Freedom of Information

Guide to information available from Stanground St Johns Church of England primary school under the model publication scheme

Information to be published	How to obtain the information	Cost
1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>	School office for hard copies www.stangroundstjohnsschool.co.uk	
Who's who in the school	<i>Hard copy & website</i>	
Who's who on the governing body and the basis of their appointment	<i>Hard copy & website</i>	
Instrument of Government	<i>Hard copy & website</i>	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<i>Hard copy & website</i>	
School prospectus	<i>Hard copy & website</i>	
Annual Report	<i>Hard copy & website</i>	
Staffing structure	<i>Hard copy & website</i>	
School session times and term dates	<i>Hard copy & website</i>	
2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year as a minimum</i>	School office for hard copies www.stangroundstjohnsschool.co.uk	
Annual budget plan and financial statements	<i>Hard copy</i>	
Capitalised funding	<i>Hard copy</i>	
Additional funding	<i>Hard copy</i>	
Procurement and projects	<i>Hard copy</i>	
Pay policy	<i>Hard copy</i>	
Staffing and grading structure	<i>Hard copy</i>	
Governors' allowances	<i>Hard copy</i>	
3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>	School office for hard copies www.stangroundstjohnsschool.co.uk	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<i>Hard copy</i>	



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Performance management policy and procedures adopted by the governing body.	<i>Hard copy</i>	
Schools future plans	<i>Hard copy</i>	
Every Child Matters – policies and procedures	<i>Hard copy</i>	
4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	School office for hard copies www.stangroundstjohnsschool.co.uk	
Admissions policy/decisions (not individual admission decisions)	<i>Hard copy</i>	
Agendas of meetings of the governing body and (if held) its sub-committees	<i>Hard copy</i>	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	<i>Hard copy</i>	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	School office for hard copies www.stangroundstjohnsschool.co.uk	
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 • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<i>Hard copy</i>	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<i>Hard copy</i>	



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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) 	<i>Hard copy</i>	
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.	<i>Hard copy</i>	
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	School office for hard copies www.stangroundstjohnsschool.co.uk some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<i>Hard copy</i>	
Disclosure logs	<i>Hard copy</i>	
Asset register	<i>Hard copy</i>	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	<i>Hard copy</i>	
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	<i>Hard copy</i>	
Out of school clubs	<i>Hard copy</i>	
School publications	<i>Hard copy</i>	
Services for which the school is entitled to recover a fee, together with those fees	<i>Hard copy</i>	



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Leaflets books and newsletters	<i>Hard copy & website</i>	
Additional Information		

Contact details:

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 Chapel Street
 Stanground
 Peterborough
 PE2 8GJ

Tel: 01733 703257

Fax: 01733 703225

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 (black & white)	Actual cost *
	Photocopying/printing	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority