



Respect, Courage, Compassion, Friendship, Trust, Perseverance

PUBLISHED GUIDE FOR INFORMATION

LOVE
 *Seeking life in all its fullness*

Published Guide Information

Information	How the Information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: https://st-johns-ce-primary-school-waterloo.secure-primariesite.net/our-staff/ Hard copy: available on request – contact the school	Free 5p per copy
Who's who in the governing body and the basis of their appointment	Website: https://www.stjohnscephprimarywaterloo.co.uk/governing-body/ Hard copy: available on request – contact the school	Free 5p per copy
Instrument of Government/ Articles of Association	Website: https://www.stjohnscephprimarywaterloo.co.uk/governing-body/ Hard copy: available on request – contact the school	Free 5p per copy
Staffing Structure	Website: https://st-johns-ce-primary-school-waterloo.secure-primariesite.net/our-staff/ Hard copy: available on request – contact the school	Free 5p per copy
School session times and term dates	Website: https://www.stjohnscephprimarywaterloo.co.uk/term-dates/ Hard copy: available on request – contact the school	Free 5p per copy
Address of School and contact details, including email address	Website: https://www.stjohnscephprimarywaterloo.co.uk/contact-details/ Hard copy: available on request – contact the school	Free 5p pence per copy

Information	How the Information can be obtained	Cost
Class two: 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)		
Annual budget and financial statements	Hard copy: available on request – contact the school	5p per page
Capital funding	Hard copy: available on request – contact the school	5p per page
Financial audit reports	Hard copy: available on request – contact the school	5p per page
Details of expenditure items over £2000	Hard copy: available on request – contact the school	5p per page
Procurement and contracts the school has entered into, or information relating to/ a link to information held by an organization which has done so on its behalf (for example, a local authority or diocese)	Hard copy: available on request – contact the school	5p per page
Pay Policy	Hard copy: available on request – contact the school	5p per page
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.	Hard copy: available on request – contact the school	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy: available on request – contact the school	5p per page
Governors’ allowances that are incurred or claimed, and a record of total payments made by individual governors.	Hard copy: available on request – contact the school	5p per page

Information	How the Information can be obtained	Cost
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have a statute as by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security polices Records, retention, destruction and archive policies data protection (including information sharing policies) 	Website: https://www.stjohnsceprimarywaterloo.co.uk/policies/ Hard copy: available on request – contact the school	Free 5p per copy
Charging regimes and policies	Website: https://www.stjohnsceprimarywaterloo.co.uk/policies/ Hard copy: available on request – contact the school	Free 5p per copy

Information	How the Information can be obtained	Cost
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy: available on request – contact the school	5p per copy
Disclosure logs	Inspection only – contact the school	Free
Asset register	Inspection only – contact the school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact the school	Free

Information	How the Information can be obtained	Cost
Class seven: 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: Hard copy: available on request – contact the school	5p per copy
Out of school clubs	Website: https://www.stjohnscephprimarywaterloo.co.uk/wrap-around-care/ Hard copy: available on request – contact the school	Free 5p per copy
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.stjohnscephprimarywaterloo.co.uk/policies/ Hard copy: available on request – contact the school	Free 5p per copy
School publications, leaflets, books and newsletters	Website: https://www.stjohnscephprimarywaterloo.co.uk Hard copy: available on request – contact the school	Free 5p per copy

PUBLISHED GUIDE TO INFORMATION

Schedule of Charges

Parents/carers may request a paper copy of the information on our school's website. This will be provided free of charge.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	CHARGE
Disbursement costs	Photocopying/printing @ pence per sheet (black and white)	Actual cost *	5p per page
	Photocopying/printing @ pence per sheet (colour)	Actual cost *	
	Postage	Actual cost of Royal mail standard 2 nd class	https://www.royalmail.com/sending/uk/2nd-class
Statutory Fee	In accordance with the relevant legislation		Not applicable

- The actual cost incurred by the public authority