



## St John's Community Primary and Nursery School

Hard copies are available for the following documents upon written request however there will be a charge for all hard copies as per the charging guide at the bottom of the document.

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who in the school	Website	
Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website School Office	
School prospectus (if any)	Website School Office	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website School Office	



## St John's Community Primary and Nursery School

<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Annual budget plan and financial statements	Via the school office	
Capital funding	Via the school office	
Financial audit reports	Via the school office	
Pay policy	Website	
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School Improvement and Development Priorities</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Website</p> <p>website</p>	
Performance management policy and procedures adopted by the governing body.	Website	



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Performance data or a direct link to it	Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Via the school office	
Safeguarding and child protection policy	Website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy	Website	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings). =	Via the school office	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	The policies are available via the school website or in hard copy via the school office if not on the school website.	
Admission Policy		
Attendance Policy		
Behaviour Policy		
Positive-Behaviour Booklet		
Charging Policy		
Concerns and Complaints Policy		



## St John's Community Primary and Nursery School

Concerns and Complaints Policy Flowchart		
Medical Policy and Procedures		
Medical Conditions Policy Forms		
Guidance on use of emergency inhalers in schools		
Prevention of Extremism and Radicalisation Policy		
Privacy Notice		
Publication Scheme		
Safeguarding Policy inc. Child Protection		
SEND Information Report		
Single Equality Scheme 2015		
Data Protection Policy		
Capability Policy		
Sex Education and relationship policy		
SEND local offer		
Performance management policy		
Recruitment and selection policy		
Pay policy		
Health and safety		



## St John's Community Primary and Nursery School

Governor allowance policy Home school agreement document Whistleblowing policy		
<b>Class 6 – Lists and Registers</b>		
Curriculum circulars and statutory instruments <ul style="list-style-type: none"> <li>• EYFS guidance</li> <li>• National Curriculum</li> </ul>	School Office	
Asset Register	School Office	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website	
Out of school clubs	Website	
After School Club Nursery details	Via the school office	



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School publications, leaflets, books and newsletters	Website	
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### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>	£25 administration charge per hour.	In accordance with the relevant legislation (quote the actual statute)



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<b>Other</b>		
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\* the actual cost incurred by the public authority