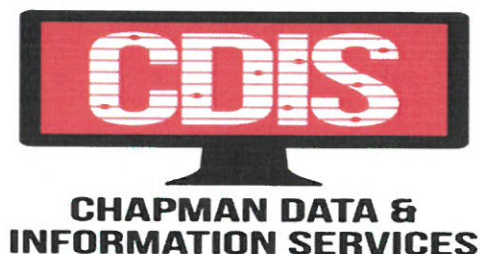


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Let CDIS worry about your data, so you don't have to

Freedom of Information

Guide to information available from Jarrow Cross CE Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 1- Who we are and what we do		All items are free
Who's who in the school	Hard copy & website	
Who's who on the governing body / board of governors and the basis of their appointment	Hard copy	
Instrument of Government / Articles of Association	Hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy & website	
School prospectus (if any)	Hard copy & website	
Annual Report (if any)	Hard copy	
Staffing structure	Hard copy & website	
School session times and term dates	Hard copy & website	
Address of school and contact details, including email address.	Hard copy & website	

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 2- What we spend and how we spend it		All items are free
Annual budget plan and financial statements	Hard copy	
Capital Funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	
Pay policy	Hard copy	
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	N/A	
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	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 3- What our priorities are and how we are doing		All items are free
School profile (if any) And in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	Hard copy and school website	
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report Post-inspection action plan	Hard copy and school website	
Performance management policy and procedures adopted by the governing body.	Hard copy	
Performance data or a direct link to it	Hard copy	
The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	N/A	
Safeguarding and child protection	Hard copy	

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 4- How do we make decisions.		All items are free
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy and school 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).	Hard copy	

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 5- Our policies and procedures		All items are free
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	Hard copy	
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Hard copy and school website	

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 6- Lists and Registers		All items are free
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 7- The Services we offer		All items are free
Extra-curricular activities	Hard copy and school website	
Out of school clubs	Hard copy and school website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
School publications, leaflets, books and newsletters	Hard copy and school website	

Schedule of Charges <i>This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.</i>		
Type of charge – example; costs to school, statutory fee	Description – example; postage, photocopying, printing	Basis of Charge – example: First class stamp cost, cost of paper and printing *The actual cost incurred by the school