

St. Stephen's Junior School

Published guide to information

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website: www.ststephensjuniorschool.co.uk</p> <p>Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Who's who in the school</p>	<p>Website: www.ststephensjuniorschool.co.uk</p> <p>Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Website: www.ststephensjuniorschool.co.uk</p> <p>Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Instrument of Government/Articles of Association</p>	<p>Website: www.ststephensjuniorschool.co.uk</p> <p>Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Contact details for the Head teacher and for the governing body</p>	<p>Website: www.ststephensjuniorschool.co.uk</p> <p>Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Staffing structure</p>	<p>Website: www.ststephensjuniorschool.co.uk</p> <p>Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>School session times and term dates</p>	<p>Website: www.ststephensjuniorschool.co.uk</p> <p>Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>

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) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	Free 5p per page
Capitalised funding	Hard copy: Available upon request – contact school	5p per page
Annual accounts	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	5p per page
Financial Audit reports	Hard copy: Available upon request – contact school	5p per page
Procurement and projects	Hard copy: Available upon request – contact school	5p per page
Details of expenditure items over £2000	Hard copy: Available upon request – contact school	5p per page
Staff Pay	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	5p per page
Pay policy including staff allowances and expenses that can be incurred or claimed	Hard copy: Available upon request – contact school	5p per page
Staffing and grading structure	Hard copy: Available upon request – contact school	5p per page
Trustees' allowances that can be claimed or incurred and a record of total payments made to individual trustees	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	5p per page
Governors' allowances	Hard copy: Available upon request – contact school	5p per page

Pupil premium	Website: www.ststephensjuniorschool.co.uk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
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 	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	Free 5p per page
Performance management policy and procedures adopted by the governing body.	Hard copy: Available upon request – contact school	5p per page
Performance tables	Website: www.ststephensjuniorschool.co.uk	
Schools future plans	Hard copy: Available upon request – contact school	5p per page
Data Protection Impact assessments (+ any other impact assessments)	Hard copy: Available upon request – contact school	5p per page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	Free 5p per page
Agendas of meetings of the governing body and (if held) its sub-committees. Minutes of meetings (as above) –NB this will exclude information that is properly regarded as confidential to the meetings.	Hard copy: Available upon request – contact school	5p per page

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. This must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Policies and procedures relating to HR Inc Pay policy</p>	<p>Hard copy: Available upon request – contact school</p>	
<p>Complaints policy, behaviour policy, SEN policy, Safeguarding</p>	<p>Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school</p>	
<p>Charging regimes and policies.</p> <p>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.</p>	<p>Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only. This does not include the attendance register.</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>CCTV info</p>	<p>Hard copy: Available upon request – contact school</p>	
<p>Disclosure logs</p>	<p>Inspection only – contact school</p>	
<p>Asset register</p>	<p>Inspection only – contact school</p>	

Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only – contact school	
Class 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		
Extra-curricular activities	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	
Out of school clubs	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	
School publications	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: Available upon request – contact school	
School Publications, Leaflets books and newsletters	Website: www.ststephensjuniorschool.co.uk Hard copy: Available upon request – contact school	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs Jayne Dowkes, School Manager, St Stephen's Junior School, Hales Drive, Canterbury, Kent, CT2 7AD. admin@ststephensjuniorschool.co.uk

Our DPO is:-

Invicta Law Ltd

DPO contact telephone number: 01622 392051

DPO contact email address: dpo@invicta.law

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 @ 0.5.p per sheet (black & white)	Actual cost * 0.5p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation	n/a