

## Freedom of Information - Appendix A

### Guide to information available from St Joseph's Catholic Primary School under the Model Publication Scheme

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Who's who in the school	Website-About Us -Staff <a href="https://www.stjosephs.wandsworth.sch.uk/staff">https://www.stjosephs.wandsworth.sch.uk/staff</a>
Who's who on the governing body and the basis of their appointment	Website-About Us - Governors <a href="https://www.stjosephs.wandsworth.sch.uk/governors">https://www.stjosephs.wandsworth.sch.uk/governors</a>
Instrument of Government – documentation recording the name and category of the school and the name and constitution of its governing body	Website-About Us - Governors <a href="https://www.stjosephs.wandsworth.sch.uk/governors">https://www.stjosephs.wandsworth.sch.uk/governors</a>
Contact details for the Head teacher and for the governing body (named contacts where possible)	Website-Contact <a href="https://www.stjosephs.wandsworth.sch.uk/contact">https://www.stjosephs.wandsworth.sch.uk/contact</a>
School Prospectus	We do not produce a school prospectus – all relevant information is on the school website <a href="https://www.stjosephs.wandsworth.sch.uk">https://www.stjosephs.wandsworth.sch.uk</a>
Staffing Structure	Hard copy. Contact school office.
Term dates	Website – Parent Information – Term Dates <a href="https://www.stjosephs.wandsworth.sch.uk/term-dates">https://www.stjosephs.wandsworth.sch.uk/term-dates</a>
Address of school and contact details including email address	Website-Contact <a href="https://www.stjosephs.wandsworth.sch.uk/contact">https://www.stjosephs.wandsworth.sch.uk/contact</a>

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<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) Current and previous financial year as minimum.	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Annual budget plan and financial statements	Hard Copy – Contact School Office
Capital funding	Hard Copy – Contact School Office
Additional funding <ul style="list-style-type: none"> <li>• Pupil Premium (current year and previous year) – expenditure &amp; outcomes</li> <li>• Sports PE Premium (current year and previous year) – expenditure &amp; outcomes</li> </ul>	Website – About Us – Pupil Premium/Sports Premium <a href="https://www.stjosephs.wandsworth.sch.uk/pupilpremium">https://www.stjosephs.wandsworth.sch.uk/pupilpremium</a>  <a href="https://www.stjosephs.wandsworth.sch.uk/sports-premium">https://www.stjosephs.wandsworth.sch.uk/sports-premium</a>
Financial audit reports	Hard Copy – Contact School Office
Details of expenditure items over £1500	Hard Copy – Contact School Office
Procurement and school contracts	Hard Copy – Contact School Office
Whole School Pay policy	Hard Copy – Contact School Office
Staff allowances and expenses that can be incurred or claimed, with total paid to individual senior members, (whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard Copy – Contact School Office
Staffing, pay and grading structures. As a minimum the pay information should include salaries for senior staff in bands of £10,000 and for junior posts by salary range.	Hard Copy – Contact School Office
Governors' allowances (appendix to Governor Standing Orders)	Hard Copy – Contact School Office

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Performance data supplied to the Government	Website – About Us – School Statistics <a href="https://www.stjosephs.wandsworth.sch.uk/school-statistics">https://www.stjosephs.wandsworth.sch.uk/school-statistics</a>
Latest Ofsted Report	Website – About Us – Ofsted <a href="https://www.stjosephs.wandsworth.sch.uk/ofsted">https://www.stjosephs.wandsworth.sch.uk/ofsted</a>
Post Inspection action plan	Hard copy of school improvement plan – Contact School Office
Performance Management. Appraisal Policy and procedures adopted by Governing Body.	Hard Copy – Contact School Office
Safeguarding and Child Protection	Website – Parent Information – Safeguarding and Online Safety <a href="https://www.stjosephs.wandsworth.sch.uk/safeguardingandonlinesafety">https://www.stjosephs.wandsworth.sch.uk/safeguardingandonlinesafety</a>

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Admissions policy/decisions (not individual admission decisions)	Website – Admissions <a href="https://www.stjosephs.wandsworth.sch.uk/admissions">https://www.stjosephs.wandsworth.sch.uk/admissions</a>
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meetings.	Hard copy – Contact School Office

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	
Information to be published	How the information can be obtained
<p>School policies, for example:</p> <ul style="list-style-type: none"> <li>• Behaviour and Discipline</li> <li>• Anti-Bullying</li> <li>• Safeguarding/Child Protection</li> <li>• Health and Safety</li> <li>• Complaints</li> <li>• Relationships and Sex Education</li> <li>• Attendance</li> <li>• SEN information report</li> <li>• Medical Policy</li> <li>• Single Equality and Objectives</li> <li>• Accessibility</li> <li>• Collective Worship</li> </ul>	<p>Website – About Us - Policies  <a href="https://www.stjosephs.wandsworth.sch.uk/policies">https://www.stjosephs.wandsworth.sch.uk/policies</a></p> <p>For other policies not listed on the school website, contact the school office for a hard copy</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• GDPR - Data protection (including information sharing policies)</li> </ul>	<p>Website – About Us - GDPR  <a href="https://www.stjosephs.wandsworth.sch.uk/gdpr">https://www.stjosephs.wandsworth.sch.uk/gdpr</a></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 – About Us – Policies  <a href="https://www.stjosephs.wandsworth.sch.uk/policies">https://www.stjosephs.wandsworth.sch.uk/policies</a></p>

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<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only (this does not include the attendance register)	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Curriculum circulars and statutory instruments	Hard copy – Contact School Office
Disclosure logs	Hard copy – Contact School Office
Asset register	Hard copy – Contact School Office
Any information the school is currently legally required to hold in publicly available registers <b>(this does not include the attendance record which is confidential, nor will it include any pupil specific details)</b>	Hard copy – Contact School Office

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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	
Information to be published	How the information can be obtained
Extra-curricular activities	Website – Parent Information – After School Clubs <a href="https://www.stjosephs.wandsworth.sch.uk/after-school-clubs">https://www.stjosephs.wandsworth.sch.uk/after-school-clubs</a>
Out of school clubs – After School Care/Breakfast Club	Website – Parent Information – After School Care/Breakfast Club <a href="https://www.stjosephs.wandsworth.sch.uk/afterschoolcare-youngstars">https://www.stjosephs.wandsworth.sch.uk/afterschoolcare-youngstars</a>
Services for which the school is entitled to recover a fee	Website – Parent Information – School Meals <a href="https://www.stjosephs.wandsworth.sch.uk/school-meals">https://www.stjosephs.wandsworth.sch.uk/school-meals</a>
School publications, leaflets, booklets and newsletters	Website – Parent Information – Newsletters <a href="https://www.stjosephs.wandsworth.sch.uk/newsletters3">https://www.stjosephs.wandsworth.sch.uk/newsletters3</a>  Website – Parent Information – Latest News <a href="https://www.stjosephs.wandsworth.sch.uk/latestnews">https://www.stjosephs.wandsworth.sch.uk/latestnews</a>  Website – Parent Information – Curriculum Class Newsletters

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#### CONTACT DETAILS:

St Joseph's Catholic Primary School  
90 Oakhill Road  
Putney  
London SW15 2QD

Tel: 0208 874 1888

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at the school and should be published as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 4p per sheet (black & white)	Actual cost incurred by the school
	Photocopying/printing @ 28p per sheet (colour)	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class (unless 1 <sup>st</sup> class is stipulated)
	Envelope @ 5p	Actual cost incurred by the school
<b>Statutory Fee</b>	We will comply in accordance with the Freedom of Information Act in particular section 12.	In accordance with the relevant legislation (quote the actual statute)

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