Freedom of information – Guide to information
Craneswater Junior School

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: **admin@craneswater.portsmouth.sch.uk**

Tel: **023 92 734787**

Contact Address: **Craneswater Junior School, St Ronan's Road, Southsea, PO4 0PX**

Web-site**:   www.craneswater.portsmouth.sch.uk**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise (See Classes of Information Currently Published). If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Classes of Information Currently Published

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
• **Instrument of Government** The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. . • **Governing Body**	Hard copy or electronic

Information to be published	How the information can be obtained
The names, and contact details of the governors should be available and the basis on which they have been appointed.	Web-site, electronic or hard copy
• **School session times and term dates** Details of school session times and dates of school terms and holidays.	Web-site, electronic or hard copy
• **Location and contact information** The address, telephone number and website for the school together with the names of key personnel.	Web-site, electronic or hard copy
Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.	
• **Annual budget plan and financial statements** Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.	Hard copy or electronic
• **Capital funding** Details of the capital funding allocated to the school together with information on related building projects and other capital projects.	Hard copy or electronic
• **Additional Funding** Income generation schemes and other sources of funding.	Hard copy or electronic
• **Procurement and contracts** Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy or electronic
• **Pay policy** The statement of the school's policy and procedures regarding teachers' pay.	Hard copy or electronic
• **Staffing and grading structure**	
• **Governors' allowances**	Hard copy or electronic
Details of allowances and expenses that can be claimed or incurred.	Hard copy or electronic

Information to be published	How the information can be obtained
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	
B • **School profile**	Hard copy or electronic

– Government-supplied performance data
   – Latest Ofsted report
   – The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community	

• **Performance management information**	Hard copy or electronic
Performance management policy and procedures adopted by the governing body.	
• **Schools future plans**	Hard copy or electronic
Any major proposals for the future of the school involving, for example, consultation or a change in school status.	
• **Child protection/Safeguarding**	Hardcopy, electronic or website
The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.	
Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.	
• **Admissions policy / decisions**	Web-site, electronic or hard copy
The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.	
• **Minutes of meetings of the Governing body**	
Minutes, agendas and papers considered at such meetings should be published as soon as practicable,	Hard copy or electronic

Information to be published	How the information can be obtained
with the exception of information that is properly considered to be private to the meeting	
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	
• **School policies** This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.	Web-site, electronic or hard copy
• **Pupil and Curriculum policies** This will include such policies as, sex education, special needs and disabilities, accessibility, race equality, collective worship, and pupil discipline.	Web-site, electronic, or hardcopy
• **Records management and personal data policies** This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.	Hard copy or electronic
• **Equality and diversity** This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	Web-site, electronic, or hardcopy
• **Policies and procedures for the recruitment of staff** If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	Hard copy or electronic
• **Charging regimes and policies**	Web-site, electronic, or hardcopy

Information to be published	How the information can be obtained
Details of any statutory charging regimes should be provided. 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.	
Class 6 - Lists and registers Currently maintained list and registers only.	
• **Curriculum circulars and statutory instruments** Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Hard copy or electronic
• **Disclosure logs** If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Hard copy or electronic
• **Asset register** We would expect some information from capital asset registers to be available, if such registers are held.	Hard copy or electronic
• **Any information the school is currently legally required to hold in publicly available registers.**	Hard copy or electronic
The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: • **Extra-curricular activities** • **Out of school clubs** • **School publications** • **Services for which the school is entitled to recover a fee, together with those fees** • **Leaflets, booklets and newsletters.**	Web-site, electronic or hard copy