



Freedom of Information

Guide to Information available from Moordown St John's CE Primary School under the Model Publication Scheme

*"A Christian community where
commitment to educational excellence changes lives"*

Date Approved by Board of Directors: 16.03.2025

Review Date: March 2029

A copy of this policy in an alternative format, such as large print or different language,
may be provided on request from the school office.

The Board of Directors is responsible for the maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act is that public authorities, including schools, should be clear and proactive about the information they will make public.

The Information Commissioner's Office (ICO) has produced a Model Publication Scheme which must be adopted in full, unedited and promoted alongside this guide to information. The ICO Model Publication Scheme is available [here](#).

This 'Guide to information available under the model publication scheme' sets out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

Information in our guide is available for you to download/print off from our website or to request in paper form from the School Office.

Some information which we hold may not be made public, for example personal information.

This guide conforms to the model scheme / definition document for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

This guide is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this guide.

The information that we undertake to make available is organised into seven separate classes:

1. Who we are and what we do ~ organisational information, locations and contacts, constitutional and legal governance
2. What we spend and how we spend it ~ financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
3. What our priorities are and how we are doing ~ strategy and performance information, plans, assessments, inspections and reviews
4. How we make decisions ~ Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
5. Our policies and procedures ~ current written protocols for delivering our functions and responsibilities
6. Lists and registers ~ information held in registers required by law and other lists and registers relating to the functions of the school.
7. The services we offer ~ Advice/guidance booklets/leaflets, transactions and media releases. A description of services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

4. How to request information

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

Contact Address: Moordown St John's CE Primary School, Vicarage Road, Bournemouth BH9 2SA

Email: msjoffice@st-johns.bournemouth.sch.uk **Tel:** 01202 527683

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

Some information is also available on our website: www.st-johns.bournemouth.sch.uk

Information held that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. For information that is available for inspection only please contact the school to make a mutually convenient appointment to visit. All requests should be responded to by the 20th working day following the date of receipt of the request.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be shown.

6. Freedom of Information

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (current information only) (organisational information, locations and contacts, constitutional and legal governance)		
Who's who in the school: key personnel and staffing structure (names and positions). All staff may be contacted via the School Office	Website Hard copy from School Office	Free Free
Who's who on the Board of Directors and the basis of their appointment (The Headteacher and Directors may be contacted via the School Office; The Headteacher may also be contacted via email from our website)	Website Hard copy from School Office	Free Free
Articles of Association	Website Hard copy from School Office	Free 5p per sheet
Outline of the school curriculum	Website Hard copy from School Office	Free
School session times and term dates	Website Hard copy from School Office	Free Free
Location and contact information ~ our postal / email / website addresses and telephone number.	Sections 4 & 7 of this scheme Website	Free

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it (financial information relating to projected and actual income and expenditure, tendering, procurement and contracts) Current and previous 2 years.		
Annual budget plan and financial statements: sources of funding and income received from local authority, central government or elsewhere together with the annual budget plan and annual income and expenditure returns	Hard copy available from School Office.	5p per sheet
Expenditures - expenditures over £5000 including costs, supplier and transaction information. Published at least annually.	Hard copy available from School Office	5p per sheet
Capital funding – information on major plans for capital expenditure, details of capital funding allocated to us/by us together with information on related building projects and other capital projects.	Hard copy available from School Office.	5p per sheet
Annual Trustees' Reports and Financial Statements	Website Hard copy from School Office	Free 5p per sheet
Financial audit reports	Hard copy available from School Office.	5p per sheet
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 available from School Office.	5p per sheet
Staff allowances and expenses that can be incurred or claimed with totals paid to individual senior staff members by reference to categories.	Hard copy available from School Office.	5p per sheet
Staff pay policy and grading structure.	Hard copy from School Office.	5p per sheet
The number of staff paid over £100,000 (published in £10,000 increments)	Website if applicable in future	Free
Directors' allowances that can be incurred or claimed, and a record of total payments made to individual directors.	Hard copy available from School Office.	5p per sheet
Premiums or other forms of financial support available: Details of pupil premium funding we receive and how we spend it.	Website Hard copy available from School Office	Free 5p per sheet

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (strategy and performance information, plans, assessments, inspections and reviews) Current information only	(hard copy or website)	
Performance data supplied to the Government or a direct link to the data. School's performance tables	Links from website Copies from School Office	Free 5p per sheet
The latest Ofsted report - Summary - Full report The latest Denominational Inspection Report	Links from website Hard copies from School Office	Free 5p per sheet
Performance management / Appraisal policy and procedures adopted by the Board of Directors	Hard copy from School Office	5p per sheet
The school's future plans, for example, major proposals for the future of the school, such as consultation on a change in school status. School Development Plan	Hard copy from School Office Website	5p per sheet Free
Safeguarding and Child Protection policy	Website Hard copy from School Office	Free 5p per sheet
Data Protection Impact Assessments if undertaken in the future	Hard copy from School Office	5p per sheet
Class 4 – How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations Current and previous three years	(hard copy or website)	
Admissions policy / decisions (not individual admission decisions) where applicable Information about the right of appeal. Details of application numbers and patterns of successful applicants, including criteria on which applications were successful	Website Hard copy from School Office	Free 5p per sheet
Agendas, papers and minutes of meetings of the Board of Directors unless an exemption applies to the information or parts of it.	Hard copy from School Office	5p per sheet

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (current written protocols for delivering our functions and responsibilities including those that we are required to have by statute or by our funding agreement) <i>Current information only.</i> Policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent or by the Government. These will include policies and procedures for handling information requests.	Some policies available from school website Hard copy from School Office	Free 5p per sheet
Records management and personal data policies, including: • Records retention, destruction and archive policies • Data protection • Equality policy • Safeguarding and child protection including Safer Recruitment policy • Pay policy • Health and safety policy • Complaints policy • Charging and Remissions policy • E-safety policy • Current staff vacancies	Some policies/information available from school website Hard copy from School Office	Free 5p per sheet
<i>The provisions in the ICO Model Publication Scheme on datasets are not relevant to our school at this time. In the future, should the school re-license the use of any datasets held it will state in this guide whether a charge is payable and, if so, how that charge is calculated.</i>		

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Information held in registers required by law and other lists and registers relating to the functions of the school. Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy from School Office	5p per sheet
Freedom of information disclosure logs	Inspection only	
Asset register	Inspection only	
Locations of overt CCTV cameras	Hard copy from School Office	
Any information the school is currently legally required to hold in publicly available registers	Hard copy from School Office and/or Inspection	5p per sheet for copies
Class 7 – The services we offer (Advice/guidance booklets/leaflets, transactions and media releases. A description of services offered) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities / out of school clubs	Newsletters (Website) Hard copy from School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy from School Office	5p per sheet
School publications, leaflets, books	Hard copy from School Office	5p per sheet
School newsletters	Website Hard copy from School Office	Free Free

7. Contact details:

Address: Moordown St John's CE Primary School, Vicarage Road, Bournemouth BH9 2SA

Telephone: 01202 527683

Website: www.st-johns.bournemouth.sch.uk

Email: msj.office@st-johns.bournemouth.sch.uk

8. 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 @ 5p per sheet (black & white only)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation: currently not applicable

* *the actual cost incurred by the School*

9. Policy Review

This publication scheme is based on the model template and definition document provided by the Information Commissioner's Office.

Having been carefully considered by the Board of Directors at its meeting on 20 Mar 2025 this policy has been ratified for publication.

A review of this guide will take place in March 2029. However, this will be brought forward should changes in protocol be recommended by the Information Commissioner's Officer, the Department for Education, the Local Authority or the Diocese.

Signed:



Date 20/03/2025

Chair, Board of Directors