



Freedom of Information – Guide to Information available from Droxford Junior School under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED		COST
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.	Hard Copy	Website	Cost – Available on Final Page
1. Who's who in the school	Yes	Yes	
2. Who's who on the Governing Body and the basis of their Appointment	Yes	Yes	
3. Instrument of Government	Yes	Yes	
4. Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address. If used)	Yes	Yes	
5. Staffing Structure	Yes	Yes	
6. Curriculum Jigsaw	Yes	Yes	
7. School session times and term dates	Yes	Yes	
Class 2 – What we spend and how we spent it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.	Hard Copy	Website	Cost – Available on Final Page
1. Annual Budget Plan and Financial Statements	Yes	No	
2. Capitalised Funding	Yes	No	
3. Additional Funding	Yes	No	
4. Procurement and Projects	Yes	No	
5. Pay Policy	Yes	No	
6. Staffing and Grading Structure	Yes	No	
7. Governors' Allowances	Yes	No	

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.	Hard Copy	Website	Cost – Available on Final Page
1. Government Supplied Performance Data / Exam and Assessment Results	Yes	Yes	
2. Latest Ofsted Report (summary and full report)	Yes	Yes (& on the Ofsted Web)	
3. Performance Management Policy and Procedures adopted by the Governing Body	Yes	No	
4. School Future Plans	Yes	Yes	
5. School Newsletters / Healthy Schools and Wellbeing Newsletters	Yes	Yes	
Class 4 – How we make decisions (Decision making process and records of decisions). Current and previous three years as a minimum.	Hard Copy	Website	Cost – Available on Final Page
1. Admissions Policies/Decision (not individual admission decision)	Yes	Yes (& on the Hants Web)	
2. Agenda of Meetings of the Governing Body and (if held) its sub-committees	Yes	No	
3. Minutes of Meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings	Yes	No	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibility). Current information only.	Hard Copy	Website	Cost – Available on Final Page
Policies included on the school website, as follows:- <ul style="list-style-type: none"> a. Accessibility Plan b. Anti-Bullying c. Attendance d. Behaviour, Exclusions and Discipline e. Charging and Remissions f. Child Protection (& COVID Addendum) g. Code of Conduct h. Complaints and Procedure i. ICT j. E-Safety, Social Networking and Acceptable Use of ICT 	Yes	Yes	

<ul style="list-style-type: none"> k. Fitness and Suitability for Work l. Health and Safety m. RSE n. School Uniform o. Safeguarding p. SEN and Inclusion q. Data Protection including Records Retention Destruction and Archive 			
Policies not included within the school website, as follows:- <ul style="list-style-type: none"> a. Equality – Employment of Staff b. Pay Policy c. Recruitment & Vacancies 	Yes	No (save for vacancies)	
Class 6 – Lists and Registers. Currently maintained lists and registers only.	Hard Copy	Website	Cost – Available on Final Page
1. Curriculum Circulars and Statutory Instruments	Yes	Yes	
2. Disclosure Logs	Yes	Yes	
3. Asset Register	Yes	No	
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.	Hard Copy	Website	Cost – Available on Final Page
1. Extra-Curricular Activities	Yes	Yes	
2. Out of School Clubs	Yes	Yes	
3. School Publications	Yes	Yes	
4. Services for which the school is entitled to recover a fee, together with those fees	Yes	No	
5. Leaflets, books and newsletters	Yes	Yes	

Contact Details:

Mr Dampier (Headteacher)

Droxford Junior School, Union Lane, Droxford, Hampshire SO32 3QR

Schedule of Charges – made available upon request in accordance with the Schedule of Charges (below).

SCHEDULE OF CHARGES		
Type of Charge	Description	Basis of Charge
Disbursement	Photocopying/Printing @ 10p per sheet (black and white)	Actual Cost
	Photocopying/Printing @ 30p per sheet (black and white)	Actual Cost
	Postage	Actual Cost of Royal Mail Standard 2 nd Class