

Freedom of Information Publication Scheme

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and sets out:

- **Classes of information that we publish**
- **The method by which information published under this scheme is available**
- **Charges which may be made for information published under this scheme**

Much of the information in the publication scheme is available from the school website. If a paper copy is required then a request can be made and this will be fulfilled in line with the Schedule of Charges. If you wish to have information not shown in the publication scheme then a request can be made under the FOIA. You need to contact the school directly making a request in writing making it clear that there is a Publication Scheme request under the FOIA, stating your real name and providing an address to which the school can reply.

All requests can be made by writing to the School Business Manager: adminoffice@calmore-jun.hants.sch.uk

Address: Calmore Junior School Calmore Drive Totton Southampton Hampshire SO402ZZ

[Many items can be found on our school website](#)

Guide to information available from Calmore Junior School under the model publication scheme

Information to be published	How the information can be obtained
Class I - Who we are and what we do (Organisational information, structures, locations and contacts) – current information only	
Who's who in the school	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
Who's who on the governing body and the basis of their appointment	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
Instrument of Government	☐ hard copy from school office
Contact details for the Head Teacher (via the admin office email address) and for the governing body, via the school	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
School prospectus - not available as there is no longer a legal requirement to hold a school prospectus	N/A
Annual Report - School Self Evaluation Form	☐ hard copy from school office
Staffing structure	☐ hard copy from school office
School session times and term dates	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office

	<ul style="list-style-type: none"> • website
Address of school and contact details, including email address.	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
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	<input type="checkbox"/> hard copy from school office
Capital funding	<input type="checkbox"/> hard copy from school office
Financial audit reports	<input type="checkbox"/> hard copy from school office
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly	<input type="checkbox"/> hard copy from school office
or six-monthly interval where practical.	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf.	<input type="checkbox"/> hard copy from school office
Pay policy	<input type="checkbox"/> hard copy from school office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	<input type="checkbox"/> hard copy from school office
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	<input type="checkbox"/> hard copy from school office

Governors' allowances that can be incurred or claimed AND A record of total payments made to individual governors	adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
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 – no longer exists as a DFE requirement	N/A
Performance data supplied to the English Government or a direct link to the data	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
The latest Ofsted report	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
Post-inspection action plan – not applicable as both schools are graded as good.	N/A
Performance management policy and procedures adopted by the governing body.	<ul style="list-style-type: none"> • hard copy from school office • inspection of MOPP
Performance data or a direct link to it	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
The school's future plans – 3 Year Strategic Plan and School Improvement Plan (SIP)	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
Safeguarding and child protection policies	<ul style="list-style-type: none"> □ adminoffice@calmore-jun.hants.sch.uk

	<input type="checkbox"/> hard copy from school office
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)	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	<input type="checkbox"/> hard copy from school office
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - current information only and for policies and procedures not already listed in this publication	
Statutory policies required by education legislation: <ul style="list-style-type: none"> ▪ Charging and Remissions policy ▪ School Behaviour policy ▪ Sex and Relationships Education policy ▪ SEND policy 	adminoffice@calmore-jun.hants.sch.uk <ul style="list-style-type: none"> • hard copy from school office
Statutory policies required by other legislation, which impact on schools: <ul style="list-style-type: none"> ▪ Health and Safety policy 	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • • hard copy from school office
Other statutory documents: <ul style="list-style-type: none"> ▪ Accessibility Plan ▪ Complaints policy ▪ Freedom of Information policy ▪ Governors' Allowances policy ▪ Home School Agreement ▪ Equality Information and Objectives Statement 	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
<ul style="list-style-type: none"> ▪ Staff Discipline, Conduct and Grievance procedures 	<input type="checkbox"/> inspection of MOPP

<p>Documents referenced in statutory guidance:</p> <ul style="list-style-type: none"> ▪ Child Protection Policy ▪ Supporting Children with Medical Conditions 	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
<p>Other policies held:</p> <ul style="list-style-type: none"> ▪ First Aid policy ▪ Restrictive Physical Intervention policy ▪ Attendance policy ▪ Educational Visits policy ▪ Looked After Children policy ▪ E-Safety policy ▪ Tackling Extremism and Radicalisation policy ▪ Assessment policy ▪ Marking and Feedback policy ▪ Collective Worship policy ▪ Curriculum policy ▪ Parental Behaviour policy 	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
<p>Records management and personal data policies:</p> <ul style="list-style-type: none"> ▪ Information security policies ▪ Records retention, destruction and archive policies 	<ul style="list-style-type: none"> □ hard copy from school office
<ul style="list-style-type: none"> ▪ Data Protection Policy (including GDPR Statement of Intent & information sharing policies) 	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • • hard copy from school office
<p>Charging regimes and policies: ▪ Charging and Remissions policy</p>	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk •

	<ul style="list-style-type: none"> • hard copy from school office
Class 6 – Lists and Registers - currently maintained lists and registers only (this does not include the attendance register)	
Curriculum circulars and statutory instruments	<input type="checkbox"/> inspection of LA School Communications
Disclosure logs	<input type="checkbox"/> inspection in line with legal advice
Asset register	<input type="checkbox"/> inspection
Any information the school is currently legally required to hold in publicly available registers	
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 (school led)	<ul style="list-style-type: none"> • adminoffice@calmore-jun.hants.sch.uk • hard copy from school office
Out of school clubs (third party managed)	<input type="checkbox"/> hard copy from school office
Services for which the school is entitled to recover a fee, together with those fees	<input type="checkbox"/> adminoffice@calmore-jun.hants.sch.uk
School publications, leaflets, books and newsletters	<input type="checkbox"/> adminoffice@calmore-jun.hants.sch.uk
Additional Information - This will provide schools with the opportunity to publish information that is not itemised in the lists above	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost A parent or carer can request a paper copy of information held on the Federation website free of charge.	Photocopying/printing 3p per sheet (black & white)	Actual cost *
	Photocopying/printing 8p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

If you want to make any comments about the Publication Scheme, require assistance or wish to make a complaint then initially this should be addressed to the Executive Head Teacher. If you are not satisfied with the assistance you receive then you can contact the Information

Commissioner's Office which is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals,

Information Commissioner's Office

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>

