

**CROWLEES J&I SCHOOL**  
**FREEDOM OF INFORMATION SCHEDULE**

**This is Crowlees J&I School's School Publication Scheme on information available under the Freedom of Information Act 2000**

The Governing Body 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 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting 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.

The scheme covers information already published and information, which is yet to be published in the future. All information in our publication is available either on the school's website or in paper. Some information we hold may not be available or made public, for example personal information. This scheme conforms to the model scheme for schools approved by the Information Commissioner. Whilst much of this information is available on the school website and therefore free, if a hard copy of information is requested, a charge of £0.01 per sheet is charged along with any postage. Postage would be paid for before any documents are sent by this means. Unfortunately, we may not be able to email documents in the light of GDPR regulations.

**2. Aims and Objectives**

- To provide a place where happy memories are made.
- To ensure each child is safe, cared for and learns to care for others; is valued for being themselves; is supported in learning to make the right decisions and challenged to be the best they can be.
- We recognise that each child is an individual and aim to help them to develop into a caring, confident member of the school and wider community.

This publication scheme demonstrates our commitment to these aims and how we are pursuing these aims.

**3. Categories of Information Published**

The scheme guides you to information which we currently publish, or have recently published, or which we will publish in the future. Information is reported according to:

1. Organisational Information
2. Financial Information
3. School Priorities
4. Policies and Procedures
5. Lists and Registers

6. Services

<b>1. ORGANISATIONAL INFORMATION</b>		
<b>Area</b>	<b>Information</b>	<b>Cost + availability</b>
School Prospectus	<p>Information in relation to the school including but not exclusive to:</p> <ul style="list-style-type: none"> <li>• Contact details</li> <li>• Who's who roles and responsibilities</li> <li>• Assessment information</li> <li>• Uniform Information</li> <li>• The school's aims, values and ethos</li> <li>• Attendance</li> <li>• SEND</li> <li>• The school day</li> </ul>	<p>Website £0 Hard Copy £0.01 per sheet</p>
Curriculum	Information and links to the school's curriculum across all areas of the school	<p>Website £0 Hard Copy £0.01 per sheet</p>
Governing Body	<p>Information related to the governing body:</p> <ul style="list-style-type: none"> <li>• Name &amp; contact detail of governors and their basis of appointment</li> <li>• Instrument of Government</li> <li>• Details of GB membership</li> <li>• Governors Annual Report</li> <li>• Financial Statement, including gifts and expenses</li> <li>• SEND policy</li> <li>• Accessibility policy</li> <li>• Number on roll</li> <li>• Attendance data</li> <li>• Assessment data</li> </ul>	<p>Website £0 Hard Copy £0.01 per sheet</p>
The school day	<p>The school day: 8:50 to 15:30. Details available in school prospectus and on website</p> <p>Main school <sup>SEP</sup>Term dates available on website</p>	Website £0
The school contacts	<p>Head Teacher Mrs Kathy Woods Tel: 01924 494970</p> <p>Email: <a href="mailto:head.crowlees@kirkleeseducation.uk">head.crowlees@kirkleeseducation.uk</a></p> <p><a href="mailto:Office.crowlees@kirkleeseducation.uk">Office.crowlees@kirkleeseducation.uk</a></p>	Website £0

	Website: www.crowlees.co.uk SENCO: Miss C Everson Business Manager: Mrs S Gomersall Chair of Governors: Rev H Butler	
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## 2. FINANCIAL INFORMATION

Area	Information	Cost + availability
Annual Budget Plan and Financial Statements	Funding and income from the LA and Central Government Annual Budget <sup>[1]</sup> School's income and expenditure return Transactions over £5000	Website £0 Hard Copy £0.01 per sheet
Capital Funding	Information on major capital projects	Website £0 Hard Copy £0.01 per sheet
Audit Reports	LA Audit report	Website £0 Hard Copy £0.01 per sheet
Procurement and Contracts	Information in relation to tendering and acquisition of goods and services	Website £0
Pay Policy	Statement about how teacher's pay is decided	Website £0
Staff Allowances and Expenses	The policy of how allowances and expenses are decided on.	Hard Copy £0.01 per sheet
Staff Pay and Grading	Information on pay and grading of staff	Hard Copy £0.01 per sheet
Governors' Allowances	Details of any allowances and payments	Hard Copy £0.01 per sheet

## 3. PERFORMANCE INDICATORS

Area	Information	Cost + availability
Performance Data	Information related to the performance of children in school: <ul style="list-style-type: none"> <li>• EYFS</li> <li>• Year 1 Phonics</li> <li>• Year 2 SATs</li> <li>• Year 6 SATs</li> </ul>	Website £0 Hard Copy £0.01 per sheet
Latest OFSTED Report	A link is provided to the school's latest report	Website £0
Appraisal Information	The school's appraisal policy for teachers adopted by the Governing Body	Website £0 Hard Copy £0.01 per sheet
Safeguarding	Information related to the safeguarding of children and promoting the	Hard Copy £0.01 per sheet

welfare of children, including child protection.

#### 4. POLICIES AND PROCEDURES

Area	Information	Cost + availability
School Policies	Policies required and used by the school	Website £0 Hard Copy £0.01 per sheet
Record Management and Personal Data	Policies related to information security, records retention and destruction and data protection	Website £0 Hard Copy £0.01 per sheet
Equality and Diversity	Policies and information relating to equal opportunities	Website £0 Hard Copy £0.01 per sheet
Policies and Procedures for recruiting staff	Policies and information related to recruitment	Website £0 Hard Copy £0.01 per sheet
Charging Regimes and Policies	Information in relation to charging	Website £0 Hard Copy £0.01 per sheet

#### 5. LISTS AND REGISTERS

Area	Information	Cost + availability
Statutory Instruments	Statutory instruments sent to the HT/Governing Body	Website £0 Hard Copy £0.01 per sheet
Disclosure Log	Information provided in relation to requests	Website £0 Hard Copy £0.01 per sheet
Asset Register	Capital asset register	Website £0 Hard Copy £0.01 per sheet

#### 6. SERVICES

Extra curricular clubs	List of extra curricular clubs offered each half term	Website £0 Hard Copy £0.01 per sheet
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