

Guide to information available from St John Bosco College under the model publication scheme – Appendix B

Class 1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts) This will be current information only</i>	
Information to be published.	How the information can be obtained (hard copy and/or website)
Who's who in the school	Website - Our School – Our Staff http://www.sjbc.wandsworth.sch.uk/page/?title=Our+Staff&pid=16
Who's who on the governing body / board of governors and the basis of their appointment	Website – Community – Governors http://www.sjbc.wandsworth.sch.uk/page/?title=Governors&pid=103
Instrument of Government	Hard copy Contact school office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Headteacher - Website - Our School – Our Staff http://www.sjbc.wandsworth.sch.uk/page/?title=Our+Staff&pid=16 Governing Body - Website – Community – Governors http://www.sjbc.wandsworth.sch.uk/page/?title=Governors&pid=103
School prospectus	Website – Admissions – Prospectus http://www.sjbc.wandsworth.sch.uk/page/?title=Prospectus&pid=92

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Information to be published.	How the information can be obtained (hard copy and/or website)
Staffing structure	Hard copy. Contact school office
School session times and term dates	Website – Parents Section – Term Dates and Attendance & Absence pages http://www.sjbc.wandsworth.sch.uk/page/?title=Term+Dates&pid=74 http://www.sjbc.wandsworth.sch.uk/page/?title=Attendance+%26amp%3B+Absence&pid=72
Address of school and contact details, including email address	Website –Contact Us http://www.sjbc.wandsworth.sch.uk/page/?title=Contact+Us&pid=2

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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	
Information to be published.	How the information can be obtained (hard copy and/or website)
Annual budget plan and financial statements	Hard copy – Contact school office
Capital funding	Hard copy – Contact school office
Financial audit reports	Hard copy – Contact school office
Details of expenditure items over £5000	Hard copy – Contact school office
Procurement and contracts the school has entered into	Hard copy – Contact school office
Pay policy	Hard copy – Contact school office
Staff allowances and expenses	Hard copy – Contact school office
Staffing, pay and grading structure.	Hard copy – Contact school office
Governors' allowances	Paying Governor Expenses policy available on website – Key Information/Policies

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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	
Information to be published.	How the information can be obtained (hard copy and/or website)
Performance data supplied to the Government	Website – Our School – Progress & Outcomes http://www.sjbc.wandsworth.sch.uk/page/?title=Progress+%26amp%3B+outcomes&pid=22
The latest Ofsted report – Summary and full report	Website – Our School – Ofsted Report http://www.sjbc.wandsworth.sch.uk/page/?title=Ofsted+Report&pid=130
Post-inspection action plan	Hard copy of School Improvement Plan- contact school office
Appraisal policy and procedures adopted by the governing body	Hard copy – Contact school office
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy – Contact school office No current plans to change status in place
Safeguarding and child protection	Website – Our School – School Polices - Keeping Children Safe In Education http://www.sjbc.wandsworth.sch.uk/page/?title=School+Policies&pid=27

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Information to be published.	How the information can be obtained (hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website – Admissions http://www.sjbc.wandsworth.sch.uk/page/?title=Admissions&pid=12
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).	Hard copy – contact school office

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	
Information to be published.	How the information can be obtained (hard copy or website)
School Policies	Website – Our School – School Policies http://www.sjbc.wandsworth.sch.uk/page/?title=School+Policies&pid=27 For other policies not listed on the school website, contact the school office for a hard copy
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy – contact school office Website – Our School – GDPR http://www.sjbc.wandsworth.sch.uk/page/?title=GDPR&pid=136

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Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.

Information to be published.	How the information can be obtained (hard copy or website)
Charging regimes and policies.	Website – Our School – School Policies – Charging and Remissions http://www.sjbc.wandsworth.sch.uk/page/?title=School+Policies&pid=27

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Class 6 – Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

Information to be published.	How the information can be obtained (hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy – contact school office
Disclosure logs	Hard copy – contact school office
Asset register	Hard copy – contact school office
Any information the school is currently legally required to hold in publicly available registers (This does not include the Attendance register)	Hard copy – contact school office

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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	
Information to be published.	How the information can be obtained (hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website – Parents – Extra-Curricular Activities http://www.sjbc.wandsworth.sch.uk/page/?title=Extra%2Dcurricular+Activities&pid=129
Out of school clubs	Not applicable
Services for which the school is entitled to recover a fee, together with those fees	Website – Parents – Catering http://www.sjbc.wandsworth.sch.uk/page/?title=Cateri ng&pid=77 Music tuition – see Charging policy (link above)

Freedom of Information

School publications, leaflets, books and newsletters	Website – Parents – Newsletters http://www.sjbc.wandsworth.sch.uk/page/?title=Newsletters&pid=113 Website – Parents – Letters http://www.sjbc.wandsworth.sch.uk/page/?title=Letters&pid=83
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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 @ 4p per sheet (black & white)	4p per sheet
	Photocopying/printing @ 10p per sheet (colour)	12p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act in particular section 12.	In accordance with the relevant legislation (quote the actual statute)