



# ST JAMES C OF E INFANT AND NURSERY SCHOOL

## FREEDOM OF INFORMATION PUBLICATION SCHEME

# 2025

Approved by <sup>1</sup>	
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Position:	Head Teacher
Signed:	<i>AMoore</i>
Date:	20 <sup>th</sup> October 2025
Review date <sup>2</sup> :	October 2027

<sup>1</sup> The Governing Body are free to determine how to implement.

<sup>2</sup> The Governing Body are free to determine review frequency.



## Freedom of Information

### Guide to information available from St James' CofE Infant and Nursery School under the model publication scheme

We referred to the Information Commissioner's Office (ICO) ['Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).</p>	<p>Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/</a></p>	None
<p>Head teacher's contact details.</p>	<p>Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/contact-details/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/contact-details/</a></p>	None
<p>Who's who in the school.</p>	<p>Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/whos-who/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/whos-who/</a></p>	None
<p>Who's who on the governing body and selection criteria for appointment.</p>	<p>Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/governors/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/governors/</a></p>	None

Current information to be published	How you can obtain information	Cost
Governing body's or board of governors' contact details.	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/governors/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/governors/</a>	None
Instrument of Government.	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/governors/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/governors/</a>	None
School prospectus (if any).	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/prospectus/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/prospectus/</a>	None
School session times and term dates	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/opening-times/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/opening-times/</a>	None
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.</p> <p>Current and previous financial year as a minimum.</p>	Hard copy – contact the school office	Printing costs only – see below
Annual budget and financial statements or the academy annual accounts.	Hard copy – contact the school office	Printing costs only – see below
Capital funding.	Hard copy – contact the school office	Printing costs only – see below
Financial audit reports.	Hard copy – contact the school office	Printing costs only – see below

Current information to be published	How you can obtain information	Cost
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard copy – contact the school office	Printing costs only – see below
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard copy – contact the school office	Printing costs only – see below
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy – contact the school office	Printing costs only – see below
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hard copy – contact the school office	Printing costs only – see below
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Hard copy – contact the school office	Printing costs only – see below
Details of any premiums we receive such as Pupil premium.	Hard copy and on website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/financial-transparency/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/financial-transparency/</a>	Printing costs only – see below
<b>Class 3 – What our priorities are and how we are doing</b> Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Hard copy – contact the school office	Printing costs only – see below
Annual Report.	Not held	

Current information to be published	How you can obtain information	Cost
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> <li>• Post-inspection action plan</li> </ul>	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/ofsted-and-performance-data/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/ofsted-and-performance-data/</a> Hard copy and on website	None
Exam and assessment results.	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/ofsted-and-performance-data/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/ofsted-and-performance-data/</a>	None
Performance tables	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/ofsted-and-performance-data/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/ofsted-and-performance-data/</a>	None
Careers programme information	N/A	
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard copy – contact the school office	Printing costs only – see below
Our school profile and performance data supplied to the Government (GIAS)	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/ofsted-and-performance-data/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/ofsted-and-performance-data/</a>	None
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Hard copy – contact the school office	Printing costs only – see below

Current information to be published	How you can obtain information	Cost
<p><b>Class 4 – How we make decisions</b></p> <p>Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	<p>Governors Minutes Hard copy – contact the school office</p>	<p>Printing costs only – see below</p>
<p>Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.</p>	<p>Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/admissions/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/admissions/</a></p>	<p>None</p>
<p>Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.</p>	<p>Hard copy – contact the school office</p>	<p>Printing costs only – see below</p>
<p><b>Class 5 – Our policies and procedures</b></p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>	<p>Hard copy – contact the school office Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/</a></p>	<p>Printing costs only – see below</p>
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/</a></p>	<p>None</p>
<p>Safeguarding and child protection, including protecting children’s personal data.</p>	<p>Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/</a></p>	<p>None</p>
<p>Equality and Diversity.</p>	<p>Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/</a></p>	<p>None</p>
<p>Policies and procedures relating to recruitment and human resources.</p>	<p>Hard copy – contact the school office</p>	<p>Printing costs only – see below</p>

Current information to be published	How you can obtain information	Cost
Special educational needs and disability.	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/send/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/send/</a>	None
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/policies/</a>	None
Pay Policy	Hard copy – contact the school office	Printing costs only – see below
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing and CCTV usage policies)</li> </ul>	Hard copy – contact the school office	Printing costs only – see below
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Hard copy – contact the school office	Printing costs only – see below
<b>Class 6 – Lists and Registers</b> Lists and registers we currently maintain (does not include the attendance register)	Hard copy – contact the school office	Printing costs only – see below
Curriculum circulars and statutory instruments	Hard copy – contact the school office	Printing costs only – see below
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	N/A	
Disclosure logs i.e., information provided in response to FOIA requests	Hard copy – contact the school office	Printing costs only – see below

Current information to be published	How you can obtain information	Cost
Asset register and Information Asset register	Hard copy – contact the school office	Printing costs only – see below
Any information we are currently legally required to hold in publicly available registers	Hard copy – contact the school office	Printing costs only – see below
<b>Class 7 – The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Hard copy – contact the school office	Printing costs only – see below
Extra-curricular activities	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/school-clubs/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/school-clubs/</a>	None
Out of school clubs	Website <a href="https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/school-clubs/">https://st-james-cofe-infant-and-nursery-school.secure-primariesite.net/school-clubs/</a>	None
Services for which the school is entitled to recover a fee, together with those fees	Hard copy – contact the school office	Printing costs only – see below
School publications, leaflets, books, and newsletters	Hard copy – contact the school office	Printing costs only – see below
<b>Additional Information</b> Any information that is not itemised in the lists above		

Current information to be published	How you can obtain information	Cost

### Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 0.253p per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.53p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		