



Guide to Information from the School

Information	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) (current information only)		
Who's who in the school	Website: https://www.stjosephs.rbkc.sch.uk/term-dates/school-staff/ Hard copy: available upon request – contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website: https://www.stjosephs.rbkc.sch.uk/governingbody/ Hard copy: available upon request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Website: https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2021/03/Instrument-of-Government-reconstituted-April-2016-Signed.pdf Hard copy: available upon request – contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://www.stjosephs.rbkc.sch.uk/contact/	Free

	Hard copy: available upon request – contact school	5p per page
Staffing structure	Website: https://www.stjosephs.rbkc.sch.uk/term-dates/school-staff/ Hard copy: available upon request – contact school	Free 5p per page
School session times and term dates	Website: https://www.stjosephs.rbkc.sch.uk/term-dates/ Hard copy: available upon request – contact school	Free 5p per page
Address of school and contact details, including email address.	Website: https://www.stjosephs.rbkc.sch.uk/contact/ Hard copy: available upon request – contact school	Free 5p per page
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)		
Annual budget plan and financial statements	Hard copy: available upon request – contact school	5p per page
Capital funding	Hard copy: available upon request – contact school	5p per page
Financial audit reports	Hard copy: available upon request – contact school	5p per page

Details of expenditure items over £2000 – published at least annually	Hard copy: available upon request – contact school	5p per page
Procurement and contracts the school has entered into	Hard copy: available upon request – contact school	5p per page
Pay Policy	Website: https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2021/02/Pay-Policy-2020-21.pdf Hard copy: available upon request – contact school	Free 5p per page
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.	Hard copy: available upon request – contact school	5p per page
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.	Hard copy: available upon request – contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request – contact school	5p per page

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) (Current information)

<p>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</p>	<p>Website: https://www.compare-school-performance.service.gov.uk/school/100496/st-josephs-catholic-primary-school/primary</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>The latest Ofsted report</p>	<p>Website: https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2013/12/ofsted-final-report-111213.pdf</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Appraisal Policy and Procedures adopted by the governing body.</p>	<p>Website: https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2019/10/Appraisal-Policy-and-Procedure-for-the-Executive-Headteacher-Teachers-and-Other-Employees-June-2018-Website-Version.pdf</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Performance data or a direct link to it</p>	<p>Website: https://www.stjosephs.rbkc.sch.uk/key-stage-1-2-sats-results/</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>

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: available upon request – contact school	5p per page
Safeguarding and child protection	Website: https://www.stjosephs.rbkc.sch.uk/policies-2/ Hard copy: available upon request – contact school	Free 5p per page
Class 4 – How we make decisions (Decision making processes and records of decisions) (Current and previous three years)		
Admissions policy (not individual admission decisions)	Website: https://www.stjosephs.rbkc.sch.uk/reception-admissions/ , https://www.stjosephs.rbkc.sch.uk/nursery-admissions/ , https://www.stjosephs.rbkc.sch.uk/in-year-admissions/ Hard copy: available upon request – contact school	Free 5p per page
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: available upon request – contact school	5p per page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only)		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies 	Website: https://www.stjosephs.rbkc.sch.uk/policies-2/ Hard copy: available upon request – contact school	Free 5p per page

<ul style="list-style-type: none"> Data protection (including information sharing policies) 		
Charging regimes and policies.	Website: https://www.stjosephs.rbkc.sch.uk/policies-2/ Hard copy: available upon request – contact school	Free 5p per page
Class 6 – Lists and Registers (Currently maintained lists and registers only) (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: https://www.stjosephs.rbkc.sch.uk/curriculumoverview/ Hard copy: available upon request – contact school	Free 5p per page
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
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	Hard copy: available upon request – contact school	5p per page

Out of school clubs	Hard copy: available upon request – contact school	5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.stjosephs.rbkc.sch.uk/policies-2/	Free
	Hard copy: available upon request – contact school	5p per page
School publications, leaflets, books and newsletters	Website: https://www.stjosephs.rbkc.sch.uk/newsletter/	Free
	Hard copy: available upon request – contact school	5p per page

Schedule of Charges

Type of Charge	Description	Basis of Charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet (black and white)	Actual cost incurred by the public authority	5p per page
	Photocopying/printing @ pence per sheet (colour)	Actual cost incurred by the public authority	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class	66p
Statutory Fee	In accordance with the relevant legislation		Not applicable