

# Freedom of Information Publication Scheme

## Guide to information available from Brookfield Junior School

### **Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

This will be current information only

<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
Who's who in the school	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via School Receptionist	Free 10p / sheet
Who's who on the governing body and the basis of their appointment	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via Clerk to Governors	Free 10p / sheet
Instrument of Government	Hard copy ~ Request via Clerk to Governors	10p / sheet
Contact details for the Head teacher and for the governing body, including Clerk to Governors	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a>	Free
School prospectus	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a>	Free
Staffing structure	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via School Receptionist	Free 10p / sheet
School session times and term dates	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a>	Free

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
<b>Information to be published</b>	<b>How the information can be obtained</b> <i>(hard copy and/or website)</i>	<b>Cost</b>
Annual budget plan and financial statements	Hard copy ~ Request via School Business Manager	10p / sheet
Capitalised funding	Hard copy ~ Request via School Business Manager	10p / sheet
Additional funding	Hard copy ~ Request via School Business Manager	10p / sheet
Procurement and projects	KCC website	
Pay Policy	Hard copy ~ Request via School Receptionist	10p / sheet
Governors' Allowances Policy	Hard copy ~ Request via Clerk to Governors	10p / sheet

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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

<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
School profile 1. Government supplied performance data 2. The latest Ofsted report a) Summary b) Full report	1) Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> 2) a) Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> b) OfSTED website ~ <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>	Free  Free Free
Performance Management Policy and procedures adopted by the governing body.	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via Clerk to Governors	Free 10p / sheet
Schools future plans (included as part of School Development Plan overview)	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via School Receptionist	Free 10p / sheet

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
Admissions Policy/decisions (not individual admission decisions)	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via Clerk to Governors	Free 10p / sheet
Agendas of meetings of the governing body	Hard copy ~ Request via Clerk to Governors	10p / sheet
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private and confidential to the meetings.	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via Clerk to Governors	Free 10p / sheet

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<p align="center"><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)            Current information only</p>		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
School policies including: <ul style="list-style-type: none"> <li>• Charging Policy</li> <li>• Health and Safety</li> <li>• Complaints procedure, including Grievance policy</li> <li>• Brookfield Junior School Code of Conduct</li> <li>• Equality Scheme for Gender, Race and Disability</li> <li>• Equality Scheme Action Plans</li> <li>• Child Protection Policy</li> </ul>	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via Clerk to Governors	Free 10p / sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum Framework</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Collective worship</li> <li>• Behaviour Management Policy</li> </ul>	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via School Receptionist	Free 10p / sheet
Charging regimes and policies.	A breakdown of charges for pupil visits is available as a hard copy on request from the	10p / sheet

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(This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.)	School Receptionist  A breakdown of charges for hard copies is available as a hard copy on request from the School Receptionist	10p / sheet

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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website; some information may only be available by inspection)	<b>Cost</b>
Curriculum circulars and statutory instruments		
Asset register	Inspection only*	Free
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Inspection only*	Free
	* <i>Inspection only = an appointment must be made with the School Receptionist and with Head Teacher approval. A senior member of staff will be present while the information is read.</i>	

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## Guide to information available from Brookfield Junior School

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy or website; some information may only be available by inspection)	<b>Cost</b>
Extra-curricular activities	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a>	Free
Out of school clubs	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a>	Free
School publications (eg: Calculations booklet; Reading at Brookfield)	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via School Receptionist	Free Free
Services for which the school is entitled to recover a fee, together with those fees (eg: authorisation of child's passport photo)	<i>As of 1.9.15 we no longer provide authorisation of a child's passport photo</i>	
Leaflets and newsletters	Website ~ <a href="http://www.brookfield-jun.kent.sch.uk">www.brookfield-jun.kent.sch.uk</a> Hard copy ~ Request via School Receptionist	Free Free



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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	*Actual cost ~ (including paper, toner, electricity and personnel time)
	Photocopying/printing @ 50p per sheet (colour)	*Actual cost ~ (including paper, toner/ink, electricity and personnel time)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by Brookfield Junior School