

Guillemont Junior School – Governors’ Policy Document

Sandy Lane
Farnborough
Hampshire
GU14 9ES
01252 666846 / 7



www.guillemont.org.uk

Freedom of Information

Policy Reference:	F2
Created by:	Acting Deputy Headteacher Miss B J Cook
Responsibility:	Strategy Committee
Reviewed by:	Governing Body / SST
This Review:	July 2010
Next Review Due:	June 2011
Cycle:	Annual
Ratified by Full Governing Body on:	5 th July 2010
Signed:	Clive Norris Chairman of Governors

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Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Guillemont Junior School, Sandy Lane, Farnborough, Hants, GU14 9ES.</p> <p>Headteacher: Mrs Kate Fuller (BA) NPQH</p> <p>Chair of Governors: Mr Clive Norris</p> <p>Tel: 01252 666846/7, Fax 01252 666848,</p> <p>Email: adminoffice@guillemont-jun.hants.sch.uk</p> <p>Website: www.guillemont.org.uk</p>	<p>Information about our school can be found on the school website: www.guillemont.org.uk, www.hants.gov.uk or at www.schoolsfinder.direct.gov.uk/8502533/school-profile</p>	
Who’s who in the school	A full list of staff and their roles in school can be found on the school website and in our school prospectus	
Who’s who on the Governing Body and the basis of their appointment	A full breakdown of Governors at the school can be found on the school website / by application at the school office. This list details the type of appointment and term of office. All Governors can be contacted via the school office (contact details above)	
Instrument of Government	A copy of the Instrument of Government can be found by application at the school office. This records the constitution of the school in accordance with school governance regulations	

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<p>Contact details for the Head teacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))</p>	<p>Mrs Kate Fuller, Headteacher, Guillemont Junior School, Sandy Lane, Farnborough, Hants, GU14 9ES. Tel: 01252 666846 / 7 Email: headteacher@guillemont-jun.hants.sch.uk.</p> <p>62, Cotswold Close Farnborough Hampshire GU14 9ET</p> <p>01276 505125 Email: clive.norris4@ntlworld.com</p>	
<p>School prospectus</p>	<p>A copy of the school prospectus can be found on the school website, www.guillemont.org.uk or in paper form by application at the school office</p>	
<p>Staffing structure</p>	<p>This can be found by application at the school office</p> <p>The information is also in the Staff Profile Booklet by application at the school office. Staff profiles can be found on the website.</p>	
<p>School session times and term dates</p>	<p>Details of school holiday dates can be found by application at the school office or at www.hants.gov.uk/education</p>	

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit can be found by application at the school office.</p>	
<p>Annual budget plan and financial statements</p>	<p>Details of the Individual School’s Budget is distributed by the Local Authority and the school’s annual income and expenditure returns can be found in Governors’ minutes</p>	
<p>Capital funding</p>	<p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects can be found by application at the school office.</p>	
<p>Additional funding</p>	<p>Income generation schemes and other sources of funding can be found by application at the school office</p>	
<p>Procurement and projects Details of procedures used for the acquisition of goods and services.</p>	<p>Details of contracts that have gone through a formal tendering process can be found by application at the school office in the Governors’ minutes</p>	
<p>Pay policy</p>	<p>The statement of the school’s policy and procedures regarding teachers’ pay can be found by application at the school office</p>	
<p>Staffing and grading structure</p>	<p>Details of allowances and expenses that can be claimed or incurred can be found by application at the school office</p>	
<p>Governors’ allowances</p>	<p>Details of allowances and expenses that can be claimed or incurred can be found by application at the school office</p>	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>The Governing Body papers and school strategic plan be found by application at the school office</p>	
<p>School profile Government supplied performance data</p>	<p>This can be found at : www.schoolsfinder.direct.gov.uk/8502533/school-profile</p>	
<p>The latest OFSTED report and letter to children</p>	<p>This can be found via the OFSTED website at http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/116157</p>	
<p>Performance management policy and procedures adopted by the Governing Body.</p>	<p>Performance management policy and procedures adopted by the Governing Body can be read on application at the school office</p>	
<p>Schools future plans</p>	<p>The school’s future plans can be found in the School Improvement Plan upon application from the school office</p>	
<p>Every Child Matters Safeguarding policies and procedures</p>	<p>Policies and procedures in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State can be found by application at the school office</p>	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>The Governing Body papers can be found by application at the school office. These demonstrate the decision making processes adopted by the school</p>	
<p>Admissions policy / decisions (not individual admission decisions)</p>	<p>The Admission Policy can be found by application at the school office</p>	
<p>Agendas of meetings of the Governing Body and (if held) its sub-committees</p>	<p>Minutes, agendas and associated papers can be found by application at the school office</p>	
<p>Minutes of meetings (as above) –N.B. this will exclude information that is properly regarded as private to the meetings</p>	<p>Minutes, agendas and associated papers can be found application at the school office</p>	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Current written protocols, policies and procedures can be found by application at the school office</p> <p>Policies are regularly updated according to the Governing Body and school schedule</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging Policy • Health and Safety • First Aid • Complaints procedure • Equality and diversity (including equal opportunities) policies • E-Safety • Acceptable user policy • Mobile Phone Policy 	<p>Current school policies can be found by application at the school office</p> <p>The Governing Body adopts Hampshire County Council Personnel Policy (to include: employment, grievance, contracts, safe recruitment practice, and health)</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special Educational Needs • Accessibility • Race equality • Collective worship • Pupil Behaviour Code and Discipline • Religious Education 	<p>Current school policies can be found by application at the school office</p>	

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Current school policies can be found by application at the school office</p>	
<p>Charging regimes and policies</p> <p>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</p>	<p>Current school Charging Policies can be found by application at the school office</p>	

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (SIMS)</p>	<p>These are held by the school office</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher / Governing Body concerning the curriculum are held by the school office</p>	
<p>Disclosure logs</p>	<p>If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice</p>	
<p>Asset register</p>	<p>An Asset Register is maintained by the school and held by the school office</p>	

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<p>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</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Information about the services we offer can be found on the school website / by application to the school office</p>	
<p>Extra-curricular activities : Booster Maths / Extention Maths for Year 6 leading up to SATS week during the Spring Term</p>	<p>Information can be obtained from the school office</p>	
<p>Out of school clubs : French, Tennis, Netball, Guitar, Woodwind, Keyboard</p>	<p>Information can be found in the school prospectus, on the school website and by application at the school office.</p>	
<p>School publications</p>	<p>By application at the school office / school website</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees, ie Before and After School Club</p>	<p>Available on application at the school office, on the school website and in the school prospectus</p>	
<p>Leaflets books and newsletters</p>	<p>Available on application at the school office</p>	

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Contact details:

Mrs Kate Fuller (Headteacher)
Sandy Lane
Farnborough
Hants GU14 9ES
Tel: 01252 666846/7
adminoffice@guillemont-jun.hants.sch.uk

Mr Clive Norris
62, Cotswold Close
Farnborough
Hampshire GU14 9ET

01276 505125

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority