

PARKLANDS JUNIOR SCHOOL

Freedom of Information



| Information to be published | How the information can be obtained | Cost |
|---|---|------|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | Parklands Junior website: http://www.parklands.havering.sch.uk/ Hard copy: Contact Office Manager | |
| Who's who in the school | Website | |
| Who's who on the governing body and the basis of their appointment | Website | |
| Instrument of Government | Office Manager | |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | Website | |
| School prospectus | Website | |
| Annual Report | | |
| Staffing structure | Office Manager | |
| School session times and term dates | Website | |

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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>Website: http://www.parklands.havering.sch.uk/</p> <p>Hard copy: Contact Office Manager</p> | |
| <p>Annual budget plan and financial statements</p> | <p>Contact Office Manager</p> | |
| <p>Capitalised funding</p> | | |
| <p>Additional funding</p> | | |
| <p>Procurement and projects</p> | | |
| <p>Pay policy</p> | <p>Contact Office Manager</p> | |
| <p>Staffing and grading structure</p> | <p>Contact Office Manager</p> | |
| <p>Governors' allowances</p> | <p>N/A</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>Hard copy or website</p> | |
| <p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | <p>School profile – website Ofsted - website</p> | |
| <p>Performance management policy and procedures adopted by the governing body.</p> | <p>Contact Office Manager</p> | |
| <p>Schools future plans – School development plan</p> | <p>Contact Office Manager</p> | |
| <p>Every Child Matters – policies and procedures</p> | <p>Contact Office Manager</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>Website: http://www.parklands.havering.sch.uk/</p> <p>Hard copy: Contact Office Manager</p> | |
| <p>Admissions policy/decisions (not individual admission decisions)</p> | <p>Contact Office Manager</p> | |
| <p>Agendas of meetings of the governing body and (if held) its sub-committees</p> | <p>Contact Office Manager</p> | |
| <p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.</p> | <p>Contact Office Manager</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>Website: http://www.parklands.havering.sch.uk/ Hard copy: Contact Office Manager</p> | |
| <p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies | <p>Contact Office Manager Contact Office Manager Contact Office Manager Contact Office Manager Contact Office Manager Contact Office Manager Contact Office Manager Contact Office Manager Contact Office Manager</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 • Careers education • Pupil discipline | <p>Parents' handbook Parents' handbook Contact Office Manager Contact Office Manager Contact Office Manager Contact Office Manager Parents' Handbook N/A</p> | |
| <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>Contact Office Manager</p> | |

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| <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>Contact Office Manager</p> | |
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| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | <p>Website: http://www.parklands.havering.sch.uk/ Hard copy: Contact Office Manager Some information may only be available by inspection</p> | |
| <p>Curriculum circulars and statutory instruments</p> | <p>N/A</p> | |
| <p>Disclosure logs</p> | | |
| <p>Asset register</p> | <p>Contact Office Manager</p> | |
| <p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</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)</p> <p>Current information only</p> | <p>Hard copy or website; some information may only be available by inspection</p> | |
| <p>Extra-curricular activities</p> | <p>Contact Office Manager</p> | |
| <p>Out of school clubs</p> | | |
| <p>School publications</p> | <p>N/A</p> | |
| <p>Services for which the school is entitled to recover a fee, together with those fees</p> | <p>Contact Office Manager</p> | |
| <p>Leaflets books and newsletters</p> | <p>Website</p> | |
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| <p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p> | | |
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Contact details: Parklands Junior School
 Havering Road
 Romford
 Essex RM1 4QX

Telephone no. 01708 743404

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 @ 50p per sheet (black & white) | Actual cost: |
| | Photocopying/printing @ £1 per sheet (colour) | Actual cost |
| | Royal Mail standard 2 nd class: 35p | Actual cost of Royal Mail standard 2 nd class: 35p |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |
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