

Freedom of Information

Guide to information available from St John Fisher Catholic High School in Harrogate under the model publication scheme May 2009

| Information to be published | How the information can be obtained | Cost |
|--|---|------------------------------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | <p>Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Who's who in the school</p> | <p>Hard Copy: Contact Secretary</p> | |
| <p>Who's who on the governing body and the basis of their appointment</p> | <p>Hard Copy: Contact Secretary</p> | |
| <p>Instrument of Government</p> | <p>Hard Copy: Contact Secretary</p> | |
| <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>Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary</p> | |
| <p>School prospectus</p> | <p>Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary</p> | |

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| Annual Report | Hard Copy: Contact Secretary | |
| Staffing structure | | |
| School session times and term dates | | |
| 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 as a minimum | Hard Copy: Contact Secretary | |
| Annual budget plan and financial statements | Hard Copy: Contact Secretary | |
| Capitalised funding | Hard Copy: Contact Secretary | |
| Additional funding | Hard Copy: Contact Secretary | |
| Procurement and projects | Hard Copy: Contact Secretary | |
| Pay policy | Hard Copy: Contact Secretary | |
| Staffing and grading structure | Hard Copy: Contact Secretary | |
| Governors' allowances | Hard Copy: Contact Secretary | |
| Class 3 – What our priorities are and how we are doing | Hard Copy: Contact Secretary | |

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| (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum | | |
| School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary | |
| Performance management policy and procedures adopted by the governing body. | Hard Copy: Contact Secretary | |
| Schools future plans | Hard Copy: Contact Secretary | |
| Every Child Matters – policies and procedures | Hard Copy: Contact Secretary | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | Hard Copy: Contact Secretary | |
| Admissions policy/decisions (not individual admission decisions) | Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary | |
| Agendas of meetings of the governing body and (if held) its sub-committees | Hard Copy: Contact Secretary | |

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| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | Hard Copy: Contact Secretary | |
| <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> | Hard Copy: Contact Secretary | |
| <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 | Hard Copy: Contact Secretary | |
| <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 | Hard Copy: Contact Secretary | |

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| <ul style="list-style-type: none"> • Collective worship • Careers education • Pupil discipline | | |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) | Hard Copy: Contact Secretary | |
| Charging regimes and policies. 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. | Hard Copy: Contact Secretary | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard Copy: Contact Secretary | |
| Curriculum circulars and statutory instruments | Hard Copy: Contact Secretary | |
| Disclosure logs | Hard Copy: Contact Secretary | |
| Asset register | Inspection Only: Contact Secretary | |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE | Hard Copy: Contact Secretary | |

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| REGISTER) | | |
| 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 | Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary | |
| Extra-curricular activities | Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary | |
| Out of school clubs | Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary | |
| School publications | Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary | |
| Services for which the school is entitled to recover a fee, together with those fees | Hard Copy: Contact Secretary | |
| Leaflets books and newsletters | Website: http://www.sjfchs.org.uk Hard Copy: Contact Secretary | |

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Contact details:

office@sjfchs.org.uk

St John Fisher Catholic High School
Hookstone Drive
Harrogate
HG2 8PT

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 @ 10p per sheet (black & white) | Actual cost * 10p |
| | Photocopying/printing @ 10p per sheet (colour) | Actual cost 10p |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

* the actual cost incurred by the public authority