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# FOI Publication Scheme

Melbourne Junior School

Version 1.0

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<b>Last Reviewed</b>	<b>N/A</b>
<b>Reviewed By (Name)</b>	<b>Kirstie Ryley</b>
<b>Job Role</b>	<b>School Business Officer</b>
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## 1. What is a Publication Scheme

Under the Freedom of Information Act 2000 (FOI), all Public Authorities, including schools, must produce a register of the information they routinely make available to the public. This is known as a publication scheme. Our scheme follows the model approved by the Information Commissioner.

By adopting this scheme, our school commits to:

- Routinely publishing information that falls within the categories listed under Classes of Information
- Describing the information, we make available
- Explaining how that information can be accessed
- Stating any fees that may apply (for example, if paper copies are requested)
- Making the publication scheme itself publicly accessible

## 2. Classes of Information Currently Published

### Information to be published on the Melbourne Junior School website

The information required to be published on the school website can be found here: [What maintained schools must or should publish online - GOV.UK](#)

Class of Information	Information to be Published	How the Information is Available	Cost
<b>1. Who we are and what we do:</b> <b><i>Organisational information, structures, locations and contacts</i></b>	<ul style="list-style-type: none"> <li>• School contact details</li> <li>• Name of staff member dealing with public enquiries</li> <li>• SENCO contact details (unless special school)</li> <li>• Staffing structure</li> <li>• Who's who on Governing Body</li> <li>• Governor information required by law: names, appointment dates, terms of office, attendance, who appointed them, business &amp; pecuniary interests, relationships with staff/governors, associate members and voting rights</li> <li>• Term dates</li> <li>• School session times &amp; opening hours</li> <li>• Prospectus (if produced)</li> <li>• Instrument of Government / Articles of Association</li> </ul>	<ul style="list-style-type: none"> <li>• School Website:  <a href="https://www.melbourne-jun.derbyshire.sch.uk/">https://www.melbourne-jun.derbyshire.sch.uk/</a></li> <li>• Hard copy on request:  <a href="https://www.melbourne-jun.derbyshire.sch.uk/contact-details">https://www.melbourne-jun.derbyshire.sch.uk/contact-details</a></li> </ul>	Free / Hard copy cost

<p><b>2. What we spend and how we spend it:</b> <i>Financial information on projected and actual income/expenditure, procurement, audits</i></p>	<ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Financial statements</li> <li>• Capital funding</li> <li>• Financial audit reports</li> <li>• Procurement information</li> <li>• Expenditure above £5,000</li> <li>• Senior staff salaries in bands (£5,000)</li> <li>• Staff/governor expenses</li> <li>• Salary disclosure for staff earning over £100k</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• Hard copy on request: <a href="https://www.melbourne-jun.derbyshire.sch.uk/contact-details">https://www.melbourne-jun.derbyshire.sch.uk/contact-details</a></li> </ul>	Free / Hard copy cost
<p><b>3. What our priorities are and how we are doing:</b> <i>Strategies, performance indicators, audits, reports</i></p>	<ul style="list-style-type: none"> <li>• School Improvement/ Development Plan</li> <li>• Performance data</li> <li>• Exam &amp; assessment results (latest validated data must be published)</li> <li>• OFSTED reports</li> <li>• Equality objectives</li> </ul>	<ul style="list-style-type: none"> <li>• School website: <a href="https://www.melbourne-jun.derbyshire.sch.uk/">https://www.melbourne-jun.derbyshire.sch.uk/</a></li> <li>• OFSTED Website: <a href="#">Find an Ofsted inspection report</a></li> <li>• Hard copy on request: <a href="https://www.melbourne-jun.derbyshire.sch.uk/contact-details">https://www.melbourne-jun.derbyshire.sch.uk/contact-details</a></li> </ul>	Free / Hard copy cost
<p><b>4. How we make decisions:</b> <i>Decision-making processes and records</i></p>	<ul style="list-style-type: none"> <li>• Governing Body minutes (non-confidential)</li> <li>• Admissions arrangements</li> <li>• Consultation outcomes (where applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copy on request: <a href="https://www.melbourne-jun.derbyshire.sch.uk/contact-details">https://www.melbourne-jun.derbyshire.sch.uk/contact-details</a></li> </ul>	Free / Hard copy cost
<p><b>5. Our policies and procedures:</b> <i>Current written protocols, policies and procedures</i></p>	<ul style="list-style-type: none"> <li>• Statutory school policies</li> <li>• Child protection &amp; safeguarding</li> <li>• Behaviour policy</li> <li>• School uniform policy</li> <li>• Exclusions &amp; anti-bullying</li> <li>• SEN information (SEND requirements)</li> <li>• Complaints procedure</li> <li>• Charging &amp; remissions policy</li> <li>• Data protection / privacy notices</li> <li>• Health &amp; safety</li> </ul>	<ul style="list-style-type: none"> <li>• School website: <a href="https://www.melbourne-jun.derbyshire.sch.uk/">https://www.melbourne-jun.derbyshire.sch.uk/</a></li> <li>• Hard copy on request: <a href="https://www.melbourne-jun.derbyshire.sch.uk/contact-details">https://www.melbourne-jun.derbyshire.sch.uk/contact-details</a></li> </ul>	Free / Hard copy cost
<p><b>6. Lists and registers</b></p>	<ul style="list-style-type: none"> <li>• Curriculum information</li> <li>• Asset register (summary)</li> <li>• Governor register of interests</li> <li>• Any other publishable register entries</li> </ul>	<ul style="list-style-type: none"> <li>• School website: <a href="https://www.melbourne-jun.derbyshire.sch.uk/">https://www.melbourne-jun.derbyshire.sch.uk/</a></li> <li>• Hard copy on request: <a href="https://www.melbourne-jun.derbyshire.sch.uk/contact-details">https://www.melbourne-jun.derbyshire.sch.uk/contact-details</a></li> </ul>	Free / Hard copy cost
<p><b>7. The services we offer:</b> <i>Information about services provided to the community</i></p>	<ul style="list-style-type: none"> <li>• After-school clubs</li> <li>• Extra-curricular activities</li> <li>• School publications (leaflets, newsletters)</li> </ul>	<ul style="list-style-type: none"> <li>• School website: <a href="https://www.melbourne-jun.derbyshire.sch.uk/">https://www.melbourne-jun.derbyshire.sch.uk/</a></li> <li>• Hard copy on request:</li> </ul>	Free / Hard

	<ul style="list-style-type: none"><li>• Services for parents and the wider community</li></ul>	<a href="https://www.melbourne-jun.derbyshire.sch.uk/contact-details">https://www.melbourne-jun.derbyshire.sch.uk/contact-details</a>	copy cost
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