**Policy Procedures – school requirements**

This document accompanies the main policy to inform specific details that are required per individual school.

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| Policies connected to this document |
| Freedom of Information | Educational Visits/Trips Policy |
| Privacy Notices | Emergency Plan |
| Health and Safety Policy | Online Safety Policy |

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| School | Scholes (Holmfirth) Junior & Infant School |
| Date updated | 21st April 2024 |
| Responsibility | Headteacher |
| Next Review | Autumn 2024 |

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# Freedom of information

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| **Information** | **How the information can be obtained** | **Cost** |
| **Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)** |
| Who’s who in the school | **Website:** <https://scholes-junior-and-infant-school.schudio.com/about-us/meet-the-staff> **Trust Website:** <https://www.themast.co.uk/about-us> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Who’s who on the governing body and the basis of their appointment | **Website:** <https://scholes-junior-and-infant-school.schudio.com/governors/meet-the-governors> **Trust Website:**<https://www.themast.co.uk/governance/governance-structure>**Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Articles of Association | **Website:** <https://www.themast.co.uk/governance/legal-documents> **Hard copy:** available upon request – contact the Trust | FreeWill be advised on request |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | **Website:** <https://scholes-junior-and-infant-school.schudio.com/contact> **Trust Website:**<https://www.themast.co.uk/contact> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Staffing structure | **Website:** <https://scholes-junior-and-infant-school.schudio.com/about-us/meet-the-staff> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| School session times and term dates | **Website:** <https://scholes-junior-and-infant-school.schudio.com/termdates> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Address of school and contact details, including email address | **Website:** <https://scholes-junior-and-infant-school.schudio.com/contact> **Trust Website:** <https://www.themast.co.uk/contact> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| **Class two: 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)** |
| Annual budget plan and financial statements | **Hard copy:** available upon request - contact school | Will be advised on request |
| Capital funding | **Hard copy:** available upon request - contact school | Will be advised on request |
| Financial audit reports | **Hard copy:** available upon request - contact school | Will be advised on request |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical | **Hard copy:** available upon request - contact school | Will be advised on request |
| Procurement and contracts the school has entered into, or information relating to/ a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese) | **Hard copy:** available upon request - contact school | Will be advised on request |
| Pay policy | **Hard copy:** available upon request - contact school | Will be advised on request |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whosebasic actual salary is at least £60,000 per annum) by reference to categories | **Hard copy:** available upon request - contact school | Will be advised on request |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | **Hard copy:** available upon request - contact school | Will be advised on request |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors. | **Hard copy:** available upon request - contact school | Will be advised on request |
| **Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)** |
| School profile (if any)And in all cases:* performance data supplied to the English Government or a direct link to the data
* the latest Ofsted report
* post-inspection action plan
 | **Website:** <https://scholes-junior-and-infant-school.schudio.com/about-us/statutory-info> **Website:** [https://www.compare-school-performance.service.gov.uk/school/150306/scholes-(holmfirth)-junior-%26-infant-school](https://www.compare-school-performance.service.gov.uk/school/150306/scholes-%28holmfirth%29-junior-%26-infant-school) **Website:** <https://reports.ofsted.gov.uk/provider/21/150306> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Performance management policy and procedures adopted by the governing body | **Website:** <https://www.themast.co.uk/policies>**Website:** <https://www.themast.co.uk/governance/scheme-of-delegation> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Performance data or a direct link to it | **Website:** [https://www.compare-school-performance.service.gov.uk/school/150306/scholes-(holmfirth)-junior-%26-infant-school](https://www.compare-school-performance.service.gov.uk/school/150306/scholes-%28holmfirth%29-junior-%26-infant-school)**Hard copy:** available upon request - contact school | FreeWill be advised on request |
| The school’s future plans; for example, proposals for and any consultation on thefuture of the school, such as a change in status | **Hard copy:** available upon request - contact school | Will be advised on request |
| Safeguarding and child protection | **Website:** <https://scholes-junior-and-infant-school.schudio.com/about-us/safeguarding> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| **Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)** |
| Admissions policy/ decisions (not individual admission decisions) | **Website:** <https://www.themast.co.uk/policies> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings) | **Website:** <https://scholes-junior-and-infant-school.schudio.com/governors/governor-minutes> **Trust Website:** <https://www.themast.co.uk/governance/minutes-of-meetings> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| **Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)** |
| Records management and personal data policies, including:* information security policies
* records retention, destruction and archive policies
* data protection (including information sharing policies)
 | **Website:** <https://scholes-junior-and-infant-school.schudio.com/about-us/policies> **Trust Website:** <https://www.themast.co.uk/policies>**Hard copy:** available upon request - contact school | FreeWill be advised on request |
| 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see ‘How to complete the Guide to information’).* | **Website:** <https://scholes-junior-and-infant-school.schudio.com/about-us/policies> **Trust Website:** <https://www.themast.co.uk/policies>**Hard copy:** available upon request - contact school | FreeWill be advised on request |
| **Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)** |
| Curriculum circulars and statutory instruments | **Website:** <https://scholes-junior-and-infant-school.schudio.com/curriculum/our-curriculum> **Website:** <https://scholes-junior-and-infant-school.schudio.com/curriculum/curriculum-guides> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Disclosure logs | Inspection only - contact school | Will be advised on request |
| Asset register | Inspection only - contact school | Will be advised on request |
| Any information the school is currently legally required to hold in publicly available registers | Inspection only - contact school | Will be advised on request |
| **Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)** |
| Extra-curricular activities | **Website:** <https://scholes-junior-and-infant-school.schudio.com/parents/after-school-clubs> **Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Out of school clubs | **Website:** n/a**Hard copy:** available upon request - contact school | FreeWill be advised on request |
| Services for which the school is entitled to recover a fee, together with those fees | **Website:** <https://scholes-junior-and-infant-school.schudio.com/about-us/policies>**Trust Website:** <https://www.themast.co.uk/policies>**Hard copy:** available upon request - contact school | FreeWill be advised on request |
| School publications, leaflets, books and newsletters | **Website:** <https://scholes-junior-and-infant-school.schudio.com/parents/useful-forms> **Hard copy:** available upon request - contact school | FreeWill be advised on request |

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| **Type of charge** | **Description** | **Basis of charge** | **Charge** |
| **Disbursement costs** | Photocopying/ printing @ pence per sheet (black and white) | Actual cost^ | Will be advised on request |
| Photocopying/ printing @ pence per sheet (colour) | Actual cost^ | Will be advised on request |
| Postage | Actual cost of Royal Mail standard 2nd class | Will be advised on request |
| **Statutory Fee** | In accordance with the relevant legislation | not applicable |

^the actual cost incurred by the school/trust

# Privacy Notices

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| Section | Required | Detail |
| 4 WorkforceVisitors and contractors; Governors and Trustees | Storing workforce information – linked with Data Protection Policy section 8 | <https://www.themast.co.uk/policies> |
| 5Pupils | Storing pupil data– linked with Data Protection Policy section 8 | <https://www.themast.co.uk/policies> |

# Health and Safety Policy

As noted throughout health and Safety policy <https://www.themast.co.uk/policies>.

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| **Action** | **Responsible Body** | **Responsible Person** | **People with delegated responsibility** |
| Daily Visual H&S Inspections | School | Headteacher |  |
| Workplace / Premises Inspections | Trust | Trust Site Manager |  |
| Risk Assessments | Determined in Risk Assessment Schedule | Head Teacher / Trust Site Manager |  |
| Training Development | Trust | Trust Operations Officer |  |
| Training Implementation | School | Headteacher |  |
| Accident Reporting in School | School | Headteacher |  |
| Accident Investigation | School | Headteacher |  |
| Accident Trend Spotting | School | Headteacher |  |
| Accident Reporting to Trust | School | Headteacher |  |
| Wellbeing | School | Headteacher |  |
| Co-ordination of Contractors | School / Trust | Head Teacher / Trust Site Manager |  |
| Permission to work | Trust | Trust Site Manager |  |
| Hot work permits | Trust | Trust Site Manager |  |
| Asbestos Risk Assessment | Trust | Trust Site Manager |  |
| Asbestos PAMP file completion | Trust | Trust Site Manager |  |
| Fire Risk Assessment (Annual) | Trust | Trust Site Manager |  |
| Fire Safety: Drills | School | Headteacher |  |
| Fire Wardens | School | Headteacher |  |
| Fire Checks: Firefighting equipment | External Contractor | Trust Site Manager |  |
| Fire Checks: Fire Prevention  | External Contractor | Trust Site Manager |  |
| Emergency Plan Review | School | Headteacher |  |
| Emergency Plan Drills | School | Headteacher |  |
| Legionella Maintenance Plan | External Contractor | Trust Site Manager |  |
| Legionella Actions Required | School | Headteacher |  |
| Electricity PPM | External Contractor | Trust Site Manager |  |
| Gas PPM | External Contractor | Trust Site Manager |  |
| COSHH Data Sheets - Site | Trust | Trust Site Manager |  |
| COSHH Data Sheets - Curriculum | School | Headteacher |  |
| First Aiders in School | School | Headteacher |  |
| First Aid Training | School | Headteacher |  |
| First Aid Risk Assessment | Trust | Trust Site Manager |  |
| New and Expectant Mother RAs | School | Headteacher |  |
| PEEPs | School | Headteacher |  |

# Educational Trips and Visits Policy

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| Section | Required | Detail |
| 5  | Named governor overseeing the policy | Martin Woods |
| 5 | Named Educational visit co-ordinator | Lynsey Firth |

# Emergency Plan

This document is secure to the school and is not shared with the wider public to comply with GDPR.

# Online Safety Policy

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| Section | Required | Detail |
| 3 | Online Safety Lead | Andrew Hancox |
| 3 | Governor with an overview of safeguarding | Martin Woods |
| 8.3  | Nominated SLT | Andrew Hancox |