Norwood Green Junior School

Publication Scheme

Ratified by Governors: June 2025

Review Date: June 2028

Freedom of Information Guide to information available from Norwood Green Junior School under the model publication scheme

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	Website – Prospectus Norwood Green Junior School - School Brochure **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Who's who in the school	Website Norwood Green Junior School - Staff List	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website Norwood Green Junior School - Structure, Declarations of Interest & Attendance	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Norwood Green Junior School - Contact Us **Via the school office**	Free **5p per page b &w** **10p per page colour**
School prospectus (if any)	Website Norwood Green Junior School - School Brochure **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Annual Report (if any)	GovWeb https://www.compare-school-performance.service.gov.uk/school/139869	Free

Staffing structure	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
School term dates	Website Norwood Green Junior School - Term Dates	Free
Address of school and contact details, including email address.	Website Norwood Green Junior School - Contact Us Telephone directory, public domain, by phone, school office	Free
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	**School Office – paper copy** Website - Annual Financial Statement http://ngjs.co.uk/governance/academy-finance	**5p per page b &w** **10p per page colour** Free
Annual budget plan and financial statements	**School Office – paper copy** Website - Annual Financial Statement http://ngjs.co.uk/governance/academy-finance	**5p per page b &w** **10p per page colour** Free
Capital funding	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Financial audit reports	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**

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).	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Pay policy	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
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.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	**School Office – paper copy** Web Norwood Green Junior School - Compare school and college performance data in England - GOV.UK	**5p per page b &w** **10p per page colour** Free

School profile (if any) And in all cases: • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted report - Summary - Full report • Post-inspection action plan	**Web** Norwood Green Junior School - Compare school and college performance data in England - GOV.UK 10379151 - Norwood Green Junior - 139869 Final.pdf **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Performance management policy and procedures adopted by the governing body.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Performance data or a direct link to it	Web Norwood Green Junior School - Compare school and college performance data in England - GOV.UK	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Letter to Parents / Carers & Consultation	

Safeguarding and child protection CPOMS	Website Norwood Green Junior School - Policies **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	**Paper Copy – Clerk to Governors via School Office**	**5p per page b &w** **10p per page colour**
Admissions policy/decisions (not individual admission decisions) – where applicable	Website Norwood Green Junior School - Admissions Policy	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	**Paper Copy – Clerk to Governors via School Office**	**5p per page b &w** **10p per page colour**
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Website Norwood Green Junior School - Home Norwood Green Junior School - Policies	Free
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website Norwood Green Junior School - Policies Norwood Green Junior School - GDPR **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**

Charging regimes and policies.	Website **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	By Inspection – Arranged by Office	
Curriculum circulars and statutory instruments	Website Norwood Green Junior School - Curriculum **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Disclosure logs	By Inspection – Arranged by Office	
Asset register	By Inspection – Arranged by Office	
Any information the school is currently legally required to hold in publicly available registers	By Inspection – Arranged by Office https://www.compare-school-performance.service.gov.uk/school/139869?tab=primary	
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 Norwood Green Junior School - Home	Free
Extra-curricular activities (if any)	Website Norwood Green Junior School - Home	Free
Out of school clubs (if any)	Website Norwood Green Junior School - PE, Sport & Clubs News	Free

Services for which the school is entitled to recover a fee, together with those fees	Will be quoted after any FOI enquiry.	
School publications, leaflets, books and newsletters (if any)	Website Norwood Green Junior School - Home	Free

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 @5p per page (black & white)	*Actual printing cost plus administration cost
	Photocopying/printing @ 10p per page (colour)	*Actual printing cost plus administration cost
	Postage	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred by the school