St James'
Church of England School

Grow Stronger

Freedom of Information Publication Scheme 2025-26

School Leader: **L Pancisi**

Link Governor: **E Nkwelle/A Benson-Smith**

Policy Approved **Signed:** **Date: 26th January 2026**

This is a list of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts Current information only		
Who's who in St James CofE Infant and Nursery School	www.stjamesinfants.derby.sch.uk	No charge
Governing body – names and contact details of the governors and the basis of their appointment	www.stjamesinfants.derby.sch.uk	No charge
Instrument of Government –Funding Agreements	www.gov.uk	No charge
Staffing structure	www.stjamesinfants.derby.sch.uk	No charge
School Session times, term dates and holidays	www.stjamesinfants.derby.sch.uk	No charge
Location & Contact information – address, telephone numbers & website	www.stjamesinfants.derby.sch.uk	No charge
Contact details for the Headteacher and the Governing Body	www.stjamesinfants.derby.sch.uk	No charge
School Prospectus	www.stjamesinfants.derby.sch.uk	No charge

Information available	How the information can be obtained	Charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
Annual budget statements, capital funding and income generation for prior years	Hard copy	Schedule of charges
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to admin@stjamesinfants.derby.sch.uk	No charge
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to admin@stjamesinfants.derby.sch.uk	No charge
Pay Policy – statement on general procedures	Hard copy	Schedule of charges
Governors' allowances – details if allowances/expenses that can be claimed/incurred	www.stjamesinfants.derby.sch.uk	No charge

Information available	How the information can be obtained	Charge
Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
School Profile -Government supplied data -Latest OFSTED report – summary and full report -Examination results	www.gov.uk Ofsted website www.stjamesinfants.derby.sch.uk	No charge
Performance Management policy and procedures	Hard copy	Schedule of charges
Future plans	www.stjamesinfants.derby.sch.uk	No charge
Safeguarding policies and procedures	www.stjamesinfants.derby.sch.uk	No charge

Information available	How the information can be obtained	Charge
Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy	www.stjamesinfants.derby.sch.uk	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy	Schedule of charges

Information available	How the information can be obtained	Charge
Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Policies including:		
Charging and remission policy	www.stjamesinfants.derby.sch.uk	No charge
Health & Safety and Risk Assessment	www.stjamesinfants.derby.sch.uk	
Complaints procedure	www.stjamesinfants.derby.sch.uk	
Staff, discipline, grievance, pay and conduct	Hard Copy	Schedule of Charges
Policies Staffing structure implementation plan	www.stjamesinfants.derby.sch.uk	
Equal Opportunities policies – including equality & diversities	www.stjamesinfants.derby.sch.uk	

Pupil and curriculum policies including: RHE Policy EYFS Policy Special Educational Needs Policy SEND Information Report Accessibility Plan Equalities Policy Positive Behaviour Policy	www.stjamesinfants.derby.sch.uk	No charge
Records Management and Personal Data Policies: Data Protection Policy Information Security Policy Records Management Policy Freedom of Information Policy Biometrics Statement	www.stjamesinfants.derby.sch.uk	No charge

Charging Regimes and policies: Charging and Remissions Policy	www.stjamesinfants.derby.sch.uk	No charge

Information available	How the information can be obtained	Charge
Lists and Registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure Logs	In school	Schedule of charges
Asset Register	In school	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
Information services Currently information only		
Extra-curricular activities Out of School Clubs	www.stjamesinfants.derby.sch.uk	No charge
School publications	www.stjamesinfants.derby.sch.uk	No charge
Leaflets, booklets and newsletters	www.stjamesinfants.derby.sch.uk	No charge