



## Freedom of Information

### Guide to information available from St Mark's RC Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Available on our school website	Free
Who's who on the governing body and the basis of their appointment	Available on our school website	Free
Instrument of Government	Available on our school website	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Available on our school website	Free
School information packs	Available on our school website	Free
School session times and term dates	Available on our school website	Free



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<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Available from school office or civic centre</p>	
<p>Annual budget plan and financial statements</p>	<p>Gov Body minutes available from Governor Services</p>	<p>10p per sheet</p>
<p>Capitalised funding</p>	<p>Contact School Office</p>	<p>10p per sheet</p>
<p>Additional funding</p>	<p>Contact school office</p>	<p>10p per sheet</p>
<p>Procurement and projects</p>	<p>Contact school office Gov body minutes available from Governor Services</p>	<p>10p per sheet</p>
<p>Pay policy</p>	<p>Contact School Office</p>	<p>10p per sheet</p>
<p>Staffing and grading structure</p>	<p>Hard Copy from school office</p>	<p>10p per sheet</p>
<p>Governors' allowances</p>	<p>Contact Gov Services</p>	<p>Free</p>



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<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)          Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Online at          Available online at Ofsted website or school website          Hard copy from school office</p>	Free
<p>Performance management policy and procedures adopted by the governing body.</p>	Hard copy-school office	10p per sheet
<p>Schools future plans: (School Development Plan)          Summary doc</p>	<p>Hardcopy-school office          Website/School Office</p>	<p>10p per sheet          Free</p>
<p>Every Child Matters – policies and procedures</p>	DCFS website	
<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)          Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions)</p>	Governor Services	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	Governor Services: Civic Centre	10p per copy



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Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Governor Services or School Office	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Available on our school website or through school office	10 per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Available on our school website or through the school office	10p per sheet



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Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Available from school office	
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.	Available from school office	10p per sheet
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	School Office	10 per sheet
Disclosure logs		
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		



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Extra-curricular activities	School prospectus online School Newsletters	Free 10p per copy
Out of school clubs	Leaflet available through school office and Civic Centre	
School publications	School Office	10 per sheet
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters		
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Newsletters Curriculum Planning Analysis of pupil and parent questionnaires	All available free of charge from school office	

**Contact details:**  
**St Mark's' RC Primary School**  
**Bardon Close**  
**Westerhope**  
**Newcastle upon Tyne**  
**NE5 4DZ**



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School Office Telephone: 01912869349

Civic Centre: 01912328520

e-mail address: [office@stmarksrcprimary.co.uk](mailto:office@stmarksrcprimary.co.uk)

website: <http://www.stmarks.newcastle.sch.uk>

Ofsted website: <http://www.ofsted.gov.uk/>

Department of Children, Schools and Families website: <http://www.dcsf.gov.uk/>

### 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
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority