

Freedom of Information

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

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see "How to complete the Guide to Information".	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		

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Who's who in the school	Information can be obtained via school website.	Free
Who's who on the governing body / board of governors and the basis of their appointment	Information can be obtained via school website.	Free
Instrument of Government / Articles of Association	Available on request from Headteacher	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Information can be obtained via school website.	Free
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	Available on request from Headteacher	Free

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School session times and term dates	Information can be obtained via school website.	Free
Address of school and contact details, including email address.	Information can be obtained via school website.	Free
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Available on request in writing to the Chair of Governors.	Free
Capital funding	Available on request in writing to the Chair of Governors.	Free

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Financial audit reports	Available on request in writing to the Chair of Governors.	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on request in writing to the Chair of Governors.	Free
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).	Available on request in writing to the Chair of Governors.	Free
Pay policy	Available on request in writing to the Chair of Governors.	Free
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.	Available on request in writing to the Chair of Governors.	Free

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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.	Available on request in writing to the Chair of Governors.	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available on request in writing to the Chair of Governors.	Free
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		

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<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • 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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Information can be obtained via school website.</p> <p>Information can be obtained via school website.</p> <p>Available on request from Headteacher.</p>	<p>Free</p> <p>Free</p> <p>Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Available on request from Headteacher.</p>	<p>Free</p>

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Performance data or a direct link to it	Information can be obtained via school website.	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	Available if and when required.	Free
Safeguarding and child protection	Information can be obtained via school website.	Free
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		

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Admissions policy/decisions (not individual admission decisions) – where applicable	Information can be obtained via school website.	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).	Available on request from Headteacher/Chair of Governors.	Free
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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 Welsh or English government or the Northern Ireland Executive. These will include policies and</p>	Information can be obtained via school website.	Free

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<p>procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Information can be obtained via school website.</p>	<p>Free</p>
<p>Charging regimes and policies.</p> <p>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.</p>	<p>Available on request from Headteacher.</p>	<p>Free</p>

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<p>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").</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Information can be obtained via school website.</p>	<p>Free</p>
<p>Disclosure logs</p>	<p>Available on request from Headteacher.</p>	<p>Free</p>

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Asset register	Available on request from Premises Manager.	Free
Any information the school is currently legally required to hold in publicly available registers	Available on request from Headteacher.	Free
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Information can be obtained via school website.	Free

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Out of school clubs	Information can be obtained via school website.	Free
Services for which the school is entitled to recover a fee, together with those fees	Information can be obtained via school website.	Free
School publications, leaflets, books and newsletters	Information can be obtained via school website. Information is also sent out via SchoolPing.	Free

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Additional Information		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @ ..p per sheet (black & white)	Actual cost * Black & White - £0.0038
	Photocopying/printing @ ..p per sheet (colour)	Actual cost Colour - £0.0158
	Postage	Actual cost of Royal Mail standard 2 nd class

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Statutory Fee		In accordance with the relevant legislation (quote the actual statute) N/A
Other		

* the actual cost incurred by the company