



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
Class 1 - Who we are and what we do (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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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	Available from school office or civic centre	
Annual budget plan and financial statements	Gov Body minutes available from Governor Services	10p per sheet
Capitalised funding	Contact School Office	10p per sheet
Additional funding	Contact school office	10p per sheet
Procurement and projects	Contact school office Gov body minutes available from Governor Services	10p per sheet
Pay policy	Contact School Office	10p per sheet
Staffing and grading structure	Hard Copy from school office	10p per sheet
Governors' allowances	Contact Gov Services	Free



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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	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Online at Available online at Ofsted website or school website Hard copy from school office	Free
Performance management policy and procedures adopted by the governing body.	Hard copy-school office	10p per sheet
Schools future plans: (School Development Plan) Summary doc	Hardcopy-school office Website/School Office	10p per sheet Free
Every Child Matters – policies and procedures	DCFS website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Governor Services	
Agendas of meetings of the governing body and (if held) its sub-committees	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	
Class 5 – Our policies and procedures (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"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Available on our school website or through school office	10 per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	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"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	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

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
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 (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

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	(hard copy or website; some information may only be available by inspection)	
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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		
Additional Information 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

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
Disbursement cost	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 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority