



Freedom of Information

Guide to information available from St Mary's & St Peter's School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	http://smsponline.co.uk/our-school/our-staff/	Free
Who's who on the governing body / board of governors and the basis of their appointment	http://smsponline.co.uk/our-school/governors/	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	School office	Free
Annual Report (if any)	-	
Staffing structure	http://smsponline.co.uk/our-school/our-staff/	Free
School session times and term dates	http://smsponline.co.uk/our-school/our-staff/ http://smsponline.co.uk/our-school/calendars/	Free

	hardcopy via school office	Free
Address of school and contact details, including email address.	http://smsponline.co.uk/	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	(hard copy and/or website) hardcopy via school office	Printing costs
Annual budget plan and financial statements	hardcopy via school office	Printing costs
Capital funding	hardcopy via school office	Printing costs
Financial audit reports	hardcopy via school office	Printing costs
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hardcopy via school office	Printing costs
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).	hardcopy via school office	Printing costs
Pay policy	hardcopy via school office	Printing costs
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.	hardcopy via school office	Printing costs

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.	hardcopy via school office	Printing costs
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	hardcopy via school office	Printing costs
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) hardcopy via school office	Printing costs
School profile (if any) And in all cases: <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 	Website	Free
Performance management policy and procedures adopted by the governing body.	hardcopy via school office	Printing Costs
Performance data or a direct link to it	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	hardcopy via school office	Printing Costs
Safeguarding and child protection	website	Free
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) hardcopy via school office	Printing costs
Admissions policy/decisions (not individual admission decisions) – where applicable	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).	hardcopy via school office	Printing costs
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)	Free or Printing costs
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) 	hardcopy via school office	Printing costs
Charging regimes and policies.	hardcopy via school office or charging policy (website)	Printing costs
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	Free or Printing costs subject to

		GDPR and Safeguarding.
Curriculum circulars and statutory instruments	hardcopy via school office or website	Free or Printing costs
Disclosure logs	hardcopy via school office	Free or Printing costs
Asset register	hardcopy via school office	Free or Printing costs
Any information the school is currently legally required to hold in publicly available registers	hardcopy via school office	Free or Printing costs
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)	Free or Printing costs
Extra-curricular activities	website	Free
Out of school clubs	website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website – Charging Policy	Free
School publications, leaflets, books and newsletters	Website	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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class(NB weight may exceed this and then additional costs may be charged)
Other		

* the actual cost incurred by the public authority