

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM ST PATRICK'S 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		
Who's who in the school	Staff page on website www.spcps.co.uk/staff Hard copy - Contact School	Free Free
Who's who on the governing body and the basis of their appointment	Governors page on website www.spcps.co.uk/governor-documents Hard copy - Contact School	Free Free
Instrument of Government	Hard copy - Contact School	£1 per Copy
Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School Website - as above	Free
Staffing Structure	School Website - as above	Free
School session times and term dates	School Website - as above	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)	
Annual budget plan and financial statements	Hard copy - Contact School	See Schedule of Charges
Capitalised funding	Hard copy - Contact School	"
Additional funding	Hard copy - Contact School	"
Procurement and projects	Hard copy - Contact School	See Schedule of Charges
INFORMATION TO BE PUBLISHED	HOW THE INFORMATION	COST

Class 2 - What we spend and how we spend it Cont/...	CAN BE OBTAINED	
Pay policy	Hard copy - Contact School	“
Staffing and grading structure	Hard copy - Contact School	“
Governors’ allowances	Hard copy - Contact School	“

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 – summary/full report 	Department for Education website www.ofsted.gov.uk Hard copy - Contact School	Free Free Free
Appraisal policy and procedures adopted by the Governing Body	Hard copy - Contact School	See Schedule of Charges
School’s future plans	Hard copy - Contact School	

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)	Website www.spcps.co.uk Hard copy - Contact School	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy - Contact School	See Schedule of Charges
Minutes of meetings (as above) – NB: This will exclude information that is properly regarded as private to the meetings	Hard copy - Contact School	“

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<p>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</p>	(Hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints Procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>School Website www.spcps.co.uk/policies</p> <p>Hard copy - Contact School</p>	<p>See Schedule of Charges</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Relationships and Sex Education • Special Educational Needs • Accessibility • Equality Statement and Objectives • Collective Worship • Exclusions • Children with Health Needs 	<p>School Website www.spcps.co.uk/policies</p> <p>Hard copy - Contact School</p>	<p>See Schedule of Charges</p>

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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) 	Hard copy - Contact School	See Schedule of Charges
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.	Freedom of Information Act Publication Scheme www.spcps.co.uk/policies Hard copy - contact school	Free See Schedule of Charges

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	Hard copy – contact school	See Schedule of Charges
Disclosure logs	N/A	
Asset Register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTERS)	Inspection only	Free

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)	
Extra-curricular activities	Contact school	See Schedule of Charges
Out of School Clubs	School website www.spcps.co.uk Hard copy - Contact School	Free
INFORMATION TO BE PUBLISHED	HOW THE INFORMATION	COST

	CAN BE OBTAINED	
School publications	Website www.spcps.co.uk Hard copy - Contact School	Free See Schedule of Charges
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	Website www.spcps.co.uk Hard copy - Contact School	Free See Schedule of Charges

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Additional Information This will provide schools with the information to publish information that is not itemised in the lists above		
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Contact details: St. Patrick's Catholic Primary School, Fort Road, Southampton SO19 2JE
Telephone 023 8044 8502 Email info@st-patricks.southampton.sch.uk

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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 @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Any other information not covered under this scheme will be charged accordingly	Time taken to carry out research and produce documentation up to 12 hours – max charge £50 Greater than 12 hours – max charge £100