

Freedom of Information

Guide to information available from St Mark's CofE 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	School Office / Website	
Who's who in the school	School Office / Website	
Who's who on the governing body and the basis of their appointment	School Office / Website	
Instrument of Government	School Office / Website	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School Office / Website	
School prospectus	School Office / Website	
Annual Report	N/A - see School Profile, page 3	
Staffing structure	School Office / Website	
School session times and term dates	School Office / Website	

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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		
Annual budget plan and financial statements	School Office / GB minutes	
Capitalised funding	School Office / GB minutes	
Additional funding	School Office / GB minutes	
Procurement and projects	School Office	
Pay policy	Policies file	
Staffing and grading structure	School Office	
Governors' allowances	Policies file	
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		
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 	School Office / Website	
Performance management policy and procedures adopted by the governing body.	Policies File, Website	
Schools future plans	School Office / Website	
Every Child Matters – policies and procedures	Policies File, Website	
Class 4 – How we make decisions		

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(Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Policies File, Website	
Agendas of meetings of the governing body and (if held) its sub-committees	GB minutes	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	GB minutes	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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 	Policies file, School Office	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education 	Policies file, School Office	

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<ul style="list-style-type: none"> • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	(Careers education n/a)	
<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) 	Policies file, School Office	
<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>	Policies file	
<h3>Class 6 – Lists and Registers</h3> <p>Currently maintained lists and registers only (some information may only be available by inspection)</p>		
Curriculum circulars and statutory instruments	School Office / Website	
Disclosure logs	School Office	
Asset register	School Office	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School	

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<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>	<p>(some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>School Office / Website / Newsletters</p>	
<p>Out of school clubs</p>	<p>School Office / Website / Newsletters</p>	
<p>School publications</p>	<p>School Office / Website / Newsletters</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>School Office / Website</p>	
<p>Leaflets books and newsletters</p>	<p>School Office / Website / Newsletters</p>	
<p></p>	<p></p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	<p></p>	

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Contact details: St Mark's CE Aided Primary School, Danebury Road, Hatch Warren, Basingstoke, RG22 4US

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ cost incurred	Cost incurred
	Postage @ cost price	Actual cost of Royal Mail postage
Statutory Fee		In accordance with the relevant legislation
Other		

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