Freedom of Information Act 2000

Guide to Information Available from St Mark's CofE Primary School Under the Model Publication Scheme

Publication Scheme

This publication scheme has been adopted by St Mark's CofE Primary School in accordance with the Freedom of Information Act 2000. It sets out the information that the school routinely makes available to the public and explains how that information can be obtained.

The school is committed to being open and transparent while protecting confidential and personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant legislation.

How to Request Information

Information included in this guide is available:

- On the school's website (where applicable)
- By requesting a paper copy from the school office
- By email
- By inspection at the school by appointment (where appropriate)

Requests should be made to:

School Business Manager
St Mark's CofE Primary School
Danebury Road, Basingstoke, Hants, RG22 4US
Telephone: 01256 346111
Email: adminoffice@st-markscofe.hants.sch.uk

If the information you require is not included within this publication scheme, you may submit a Freedom of Information request in writing.

Charges

Most information is provided free of charge.

However, the school may charge for:

- Photocopying
- Printing
- Postage and packaging
- Large or complex requests where permitted under the Freedom of Information Act.

Applicants will be informed of any charges before information is supplied.

Classes of Information

Class 1 – Who We Are and What We Do

Information relating to the school's organisation and staffing.

Available information includes:

- School prospectus
- Contact details
- Staffing structure
- Governing Board membership
- Governor responsibilities and committees
- Instrument of Government
- School opening hours
- School session times
- SEND Information Report
- Accessibility Plan
- School values and vision
- Admissions arrangements

Availability:

- Website
- Paper copy on request

Class 2 – What We Spend and How We Spend It

Financial information relating to the management of public funds.

Available information includes:

- Annual budget summary

- Financial benchmarking information
- Financial statements
- Pay Policy
- Staff allowances and expenses policy
- Governor's allowances
- Procurement and purchasing policies
- Capital expenditure information
- Pupil Premium funding and spending
- PE and Sport Premium funding
- Charging and Remissions Policy

Availability:

- Website
- GB minutes
- Paper copy on request

Class 3 – What Our Priorities Are and How We Are Doing

Information relating to school performance.

Available information includes:

- School Development Plan (summary)
- Ofsted inspection reports
- SIAMS inspection reports
- Performance information published by the Department for Education
- School self-evaluation summary (where available)
- Examination and assessment information
- Performance measures

Availability:

- Website
- Paper copy on request

Class 4 – How We Make Decisions

Information about decision-making processes.

Available information includes:

- Governing Board agendas (excluding confidential items)

- Approved Governing Board minutes
- Committee terms of reference
- Consultation documents
- School policies approved by governors

Availability:

- Website
- GB minutes
- Paper copy on request

Class 5 – Our Policies and Procedures

Policies relating to the operation of the school.

These include:

Statutory Policies

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Complaints Policy
- Equality Information and Objectives
- Health and Safety Policy
- Admissions Policy
- Attendance Policy
- Online Safety Policy
- Data Protection Policy
- Freedom of Information Policy
- SEND Policy
- Accessibility Plan
- Supporting Pupils with Medical Conditions Policy
- Relationships and Health Education Policy
- First Aid Policy

Other Policies

- Charging and Remissions Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Volunteers Policy
- Educational Visits Policy
- Curriculum Policies

- Collective Worship Policy
- Homework Policy
- Assessment Policy

Availability:

- Website
- Polices file
- Paper copy on request

Class 6 – Lists and Registers

Information held in registers required by law.

Available information includes:

- Asset register (where disclosure is appropriate)
- Governors' Register of Interests
- Record of Governor Attendance
- Curriculum information
- Disclosure log (where maintained)

The school will not disclose information where an exemption under the Freedom of Information Act applies or where disclosure would breach data protection legislation.

Availability:

- By request where appropriate

Class 7 – Services We Offer

Information about services provided by the school.

Available information includes:

- Extra-curricular clubs
- Before and after school provision
- School meals information
- Community use of facilities
- Lettings information
- Wraparound care
- Parent workshops
- Collective worship arrangements

Availability:

- Website
- Paper copy on request

Information Not Available

The publication scheme does not include information that is:

- Personal information protected under the UK GDPR and Data Protection Act 2018.
- Confidential information.
- Information covered by legal professional privilege.
- Information subject to exemptions under the Freedom of Information Act 2000.
- Draft documents not yet approved for publication.

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Complaints

If you are dissatisfied with the handling of your request or the operation of this publication scheme, you should first write to:

Headteacher
St Mark's CofE Primary School, Danebury Road, Basingstoke, Hants, RG22 4US

If you remain dissatisfied following the school's internal review, you may complain to:

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Review of Publication Scheme

This publication scheme will be reviewed periodically to ensure it remains accurate, up to date, and compliant with the Freedom of Information Act 2000 and guidance issued by the Information Commissioner's Office.

Document Control

Version	1.0
Approved by	Governing Board
Date Approved	
Review Frequency	Every 3 years
Next Review Due	
Responsible Officer	Headteacher / School Business Manager
Policy Owner	Governing Board