

## St Mary & St Pancras CE Primary School's Publication Scheme under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
<p><b><u>Who we are and what we do</u></b>  <b><i>Organisational information, structures, locations and contacts</i></b>  <i>This will be current information only. This will need to be monitored / maintained.</i></p>	<i>Hard copy and/or website</i>	<i>Specify / charging schedule</i>
<b>Who's who in the school / Location and contact information</b>	Website and School office	Free and 10p per sheet
<b>Who's who on the governing body and the basis of their appointment</b>	Website and school office	Free and 10p per sheet
<b>Instrument of Government / Articles of Association</b>	School office	10p per sheet
<b>School prospectus</b>	Website and school office	Free
<b>Staffing structure</b>	Website and school office	Free and 10p per sheet
<b>School session times and term dates</b>	Website and prospectus	Free
<b>Address of school and contact details, including email address.</b>	<b>Website and school office</b>	<b>Free</b>

Information to be published	How the information can be obtained	Cost
<p><b><u>What we spend and how we spend it</u></b>  <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b>            There is an expectation that information in this class should be made available for at least the current and previous two financial years.            This will need to be monitored / maintained.</p>	<i>Hard copy and/or website</i>	<i>Specify / charging schedule</i>
<p><b>Annual budget plan and financial statements</b></p>	School office	10p / sheet – no more than £2.00 per document
<p><b>Capital funding</b></p>	School office	As above
<p><b>Financial audit reports</b></p>	School office	As above
<p><b>Details of expenditure items over £2000</b>            Published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	School office	As above
<p><b>Procurement and contracts</b>            Details of procurements 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).</p>	School office	As above

<b>Pay policy</b>	School office	As above
<b>Staff allowances and expenses</b> Details of the allowances and expenses that <u>can</u> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.	School office	As above
<b>Staff pay and grading structure</b> 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.	School office	As above
<b>Governors' allowances</b> Allowances and that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.	School office	As above

Information to be published	How the information can be obtained	Cost
<b><u>What our priorities are and how we are doing</u></b> <b><i>Strategies and plans, performance indicators, audits, inspections and reviews</i></b> <i>Current information as a minimum. This will need to be monitored / maintained.</i>	<i>Hard copy and/or website</i>	<i>Specify / charging schedule</i>
School profile (if any)	www.ofsted.gov.uk	Free

<p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the Government or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<a href="http://www.stmp.camden.sch.uk/wp-content/uploads/2018/11/School-Standards-2018.pdf">www.stmp.camden.sch.uk/wp-content/uploads/2018/11/School-Standards-2018.pdf</a>	
<p><b>Performance management policy and procedures adopted by the governing body</b></p>	School office	10p / sheet – no more than £2.00 per document
<p><b>Performance data</b> or a direct link to it</p>	Website	Free
<p><b>Schools future plans</b> Proposals for and any consultation on the future of the school, such as change in status.</p>	School office	10p per sheet
<p><b>Safeguarding and child protection</b> The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.</p>	Website School office	Free 10p per sheet

Information to be published	How the information can be obtained	Cost
<p><b><u>How we make decisions</u></b>  <b>Decision making processes and records of decisions</b>            There is an expectation for information in this class to be made available for at least the current and previous three years.            This will need to be monitored / maintained.</p>	<i>Hard copy and/or website</i>	<i>Specify / charging schedule</i>
<p><b>Admissions policy / decisions</b>            The school's admission arrangements and procedures, together with information about the right of appeal.</p>	Website School office	Free
<p><b>Agendas and Minutes of meetings of the governing body and its committees</b>            Excluding information that is properly considered private to the meeting.</p>	School office	Free

Information to be published	How the information can be obtained	Cost
<p><b><u>Our policies and procedures</u></b>  <b>Current written protocols, policies and procedures for delivering school services and responsibilities</b>            Current information only.</p> <p>As a minimum these must include policies, procedures and documents that the school is</p>	<i>Hard copy and/or website</i>	<i>Specify / charging schedule</i>

required to have by statute or by its funding agreement or equivalent, or by the government. These will include policies and procedures for handling information requests.		
<b>School, pupil and curriculum policies</b>	Website School office	Free 10p / sheet – no more than £2.00 per document
<b>Records management and personal data policies</b> This will include: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies, privacy notice)</li> </ul>	School office	10p / sheet – no more than £2.00 per document
<b>Equality and diversity (including equal opportunities) policies</b>	Website School office	Free As above
<b>Policies and procedures for the recruitment of staff</b>	Website School office	As above As above
<b>Charging regimes and policies</b>	Website School office	As above As above

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<b><u>Lists and Registers</u></b> Currently maintained lists and registers only (this does not include the attendance register.) This will need to be monitored / maintained.	<i>Hard copy and/or website (some information in this class may only be available by inspection)</i>	<i>Specify / charging schedule</i>
<b>Curriculum circulars and statutory instruments</b>	School office	10p / sheet – no more than £2.00 per document
<b>Disclosure logs</b>	School office	As above
<b>Asset register</b>	School office	Inspection Only
<b>Any information the school is currently legally required to hold in publicly available registers</b> This does not include the attendance register.	School office Website	As above Free

Information to be published	How the information can be obtained	Cost
<b><u>The services we offer</u></b> <b>Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses</b> Current information only. This will need to be monitored / maintained.	Hard copy and/or website	Specify / charging schedule
<b>Extra-curricular activities</b>	School office	Free

	Website	
<b>Out of school clubs</b>	School office	Free
	Website	
<b>Services for which the school is entitled to recover a fee, together with those fees</b>	School office	Free
	Website	
<b>School publications, leaflets books and newsletters</b>	School office	Free
	Website	

## Schedule of Charges

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage & packaging and the costs directly incurred as a result of viewing information

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @10p per sheet (black & white)	Actual cost <i>paper, ink, electricity, machine rental and maintenance</i>
	Photocopying/printing @25p per sheet (colour)	Actual cost <i>paper, ink, electricity, machine rental and maintenance</i>



	Postage 50p upwards	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute if applicable)
<b>Other</b>		

\* The actual cost incurred by the school.