

# Freedom of Information

## Guide to information available from St Mary's RC Primary School, Richmond under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who in the school	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free
Who's who on the governing body and the basis of their appointment	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free
Instrument of Government	Hard copy Contact Admin Office	10p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free

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School prospectus	Website www.st-marysrc-pri.n-yorks.sch.uk	Free
Annual Report	N/A	
Staffing structure	Website www.st-marysrc-pri.n-yorks.sch.uk	Free
School session times and term dates	Website www.st-marysrc-pri.n-yorks.sch.uk	Free
<b>Class 2 – What we spend and how we spend it</b> (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	Hard copy Contact School Admin Office	10p/sheet
Capitalised funding	Hard copy Contact School Admin Office	10p/sheet

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Additional funding	Hard copy Contact School Admin Office	10p/sheet
Procurement and projects	Hard copy Contact School Admin Office	10p/sheet
Pay policy	Hard copy Contact School Admin Office	10p/sheet
Staffing and grading structure	Hard copy Contact School Admin Office	10p/sheet
Governors' allowances	Hard copy Contact School Admin Office	10p/sheet

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Website www.st-marysrc-pri.n-yorks.sch.uk</p>	<p>Free</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy Contact School Admin Office</p>	<p>10p/sheet</p>
<p>Schools future plans</p>	<p>Hard copy Contact School Admin Office</p>	<p>10p/sheet</p>
<p>Every Child Matters – policies and procedures</p>	<p>Website www.st-marysrc-pri.n-yorks.sch.uk</p>	<p>Free</p>

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website www.st-marysrc-pri.n-yorks.sch.uk	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Contact School Admin Office	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy Contact School Admin Office	10p/sheet

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<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Depending on policy</p> <p>Website  <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>            or            Hard copy            Contact School Admin Office</p>	<p>Free</p> <p>10p/sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> </ul>	<p>Website  <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a></p>	<p>Free</p>

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<ul style="list-style-type: none"> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Website www.st-marysrc-pri.n-yorks.sch.uk</p>	<p>Free</p>
<p>Records management and personal data policies, including:</p> <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)</li> </ul>	<p>Hard copy Contact School Admin Office</p>	<p>10p/sheet</p>
<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>	<p>Website www.st-marysrc-pri.n-yorks.sch.uk</p>	<p>Free</p>

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free
Disclosure logs	N/A	
Asset register	Inspection	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Inspection	

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<b>Class 7 – The services we offer</b> (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	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free
Out of school clubs	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free
School publications	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free

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Services for which the school is entitled to recover a fee, together with those fees	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free
Leaflets books and newsletters	Website <a href="http://www.st-marysrc-pri.n-yorks.sch.uk">www.st-marysrc-pri.n-yorks.sch.uk</a>	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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.

<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 10p
	Photocopying/printing @12p per sheet (colour)	Actual cost 12p
	Postage	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)
<b>Other</b>		

\* the actual cost incurred by the public authority