

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	Website https://www.st-margarets.durham.sch.uk/our-school/school-	Free

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	structure/ Hardcopy – available upon request. Contact school	5p per copy
Who's who on the governing body / board of governors and the basis of their appointment	Website https://www.st-margarets.durham.sch.uk/our-school/governing-body/ Hardcopy – available upon request. Contact school	Free 5p per copy
Instrument of Government / Articles of Association	Website https://www.st-margarets.durham.sch.uk/	Free

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	uk/our-school/governing-body/ Hardcopy – available upon request. Contact school	5p per copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website https://www.st-margarets.durham.sch.uk/contact-us/ Hardcopy – available upon request. Contact school	Free 5p per copy
School prospectus (if any)	Website	

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	https://www.st-margarets.durham.sch.uk/parents/school-brochure-eyfs-starting-school/	Free
	Hardcopy – available upon request. Contact school	5p per copy
Annual Report (if any)	N/A	
Staffing structure	Website https://www.st-margarets.durham.sch.uk/our-school/school-structure/	Free
	Hardcopy – available	5p per

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	upon request. Contact school	copy
School session times and term dates	<p>Website https://www.st-margarets.durham.sch.uk/parents/school-holidays/</p> <p>Hardcopy – available upon request. Contact school</p>	<p>Free</p> <p>5p per copy</p>
Address of school and contact details, including email address.	<p>Website https://www.st-margarets.durham.sch.uk/contact-us/</p> <p>Hardcopy – available</p>	<p>Free</p> <p>5p per</p>

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	upon request. Contact school	copy
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hardcopy – available upon request. Contact school	5p per copy
Annual budget plan and financial statements	Hardcopy – available upon request. Contact school	5p per copy
Capital funding	Hardcopy – available upon request. Contact school	5p per copy
Financial audit reports	Hardcopy – available upon request. Contact school	5p per copy
Details of expenditure items over £2000 – published at least annually	Hardcopy – available	5p per

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

but at a more frequent quarterly or six-monthly interval where practical.	upon request. Contact school	copy
Procurement 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).	Hardcopy – available upon request. Contact school	5p per copy
Pay policy	Hardcopy – available upon request. Contact school	5p per copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hardcopy – available upon request. Contact school	5p per copy
Staffing, pay and grading structure. 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	Hardcopy – available upon request. Contact school	5p per copy 5p per

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

posts, by salary range.		copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy – available upon request. Contact school	5p per copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Hardcopy – available upon request. Contact school	5p per copy
<p>School profile (if any)</p> <p>And in all cases:</p>	<p>Website https://www.st-margarets.durham.sch.uk/key- </p>	Free

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

<ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	information/school-performance/ Hardcopy – available upon request. Contact school	5p per copy
Performance management policy and procedures adopted by the governing body.	Hardcopy – available upon request. Contact school	5p per copy
Performance data or a direct link to it	Website https://www.st-margarets.durham.sch.uk/key-	Free

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	information/school-performance/	5p per copy
	Hardcopy – available upon request. Contact school	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hardcopy – available upon request. Contact school	5p per copy
Safeguarding and child protection	Website https://www.st-margarets.durham.sch.uk/key-information/safeguarding/	Free
	Hardcopy – available	5p per

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	upon request. Contact school	copy
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website https://www.st-margarets.durham.sch.uk/parents/school-admissions/</p> <p>Hardcopy – available upon request. Contact school</p>	<p>Free</p> <p>5p per copy</p>

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Hardcopy – available upon request. Contact school</p>	<p>5p per copy</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland</p>		

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

Act 1998.		
<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) 	<p>Website https://www.st-margarets.durham.sch.uk/key-information/school-policies/</p> <p>Hardcopy – available upon request. Contact school</p>	<p>Free</p> <p>5p per copy</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</p>	<p>Website https://www.st-margarets.durham.sch.uk/key-information/school-policies/</p>	<p>Free</p>

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

<p>recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>policies/ Hardcopy – available upon request. Contact school</p>	<p>5p per copy</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Website https://www.st-margarets.durham.sch.uk/our-curriculum/ Hardcopy – available</p>	<p>Free 5p per</p>

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	upon request. Contact school	copy
Disclosure logs	Hardcopy – available upon request. Contact school	5p per copy
Asset register	Hardcopy – available upon request. Contact school	5p per copy
Any information the school is currently legally required to hold in publicly available registers	Hardcopy – available upon request. Contact school	5p per copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance	(hard copy or website; some information may only be available by	

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and newsletters produced for the public and businesses) Current information only	inspection)	
Extra-curricular activities	Hardcopy – available upon request. Contact school	5p per copy
Out of school clubs	Website https://www.st-margarets.durham.sch.uk/our-school/before-after-school-provision/ Hardcopy – available upon request. Contact school	Free 5p per copy

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

Services for which the school is entitled to recover a fee, together with those fees	Hardcopy – available upon request. Contact school	5p per copy
School publications, leaflets, books and newsletters	Hardcopy – available upon request. Contact school	5p per copy
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @ ..p per sheet (black & white)	Actual cost 5p per sheet*
	Photocopying/printing @	Actual cost 5p per sheet

Freedom of Information

Guide to information available from St Margaret's CE Primary School under the model publication scheme

	..p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority