

**St Mary and St Margaret's CE
(Aided)
Primary School**



**Freedom of Information
Publication Scheme**

July 2014

St Mary & St Margaret's Publication Scheme

1. Introduction: what a publication scheme is and why it has been developed

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future - this is split into categories of information known as 'classes'. These are contained in the attached "Guide to Information".

3. How to request information

Many of the documents are available on our website – www.stmaryandstmargarets.com

If you require a paper copy of any of the documents within the scheme please contact the school by telephone, email, fax or letter. If the information you're looking for isn't available via the scheme you can still ask if we have it.

Contact details are set out below:

Email: **office@ss-m-and-m.solihull.sch.uk**

Tel: 0121 747 2025

Fax: 0121 730 3180

Contact Address: St Mary & St Margaret's CE (Aided) Primary School
Southfield Avenue
Birmingham
B36 9AX

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

4. Paying for information

Information published on our website is free although you may incur costs from your Internet Service Provider. If you don't have Internet Access you can access our website using a local library.

Costs for hard copies are listed in the "Guide to Information".

5. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to the Chair of Governors at St Mary & St Margaret's.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Tel: 0303 123 1113 (local rate) or 01625 545 745

Website: www.ico.org.uk

Guide to Information

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)		
Who's who in the school	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Instrument of Government / Articles of Association	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
School prospectus (if any)		
Annual Report (if any)		
Staffing structure	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
School session times and term dates	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Address of school and contact details, including email address.	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet

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)		
Annual budget plan and financial statements	Hard copy Contact school office	5p/sheet
Capital funding	Hard copy Contact school office	5p/sheet
Financial audit reports	Hard copy Contact school office	5p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy Contact school office	5p/sheet
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).	Hard copy Contact school office	5p/sheet
Pay policy	Hard copy Contact school office	5p/sheet
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.	Hard copy Contact school office	5p/sheet
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 posts, by salary range.	Hard copy Contact school office	5p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy Contact school office	5p/sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile (if any) And in all cases: <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 	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Performance management policy and procedures adopted by the governing body.	Hard copy Contact school office	5p/sheet
Performance data or a direct link to it	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		
Safeguarding and child protection	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
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).	Hard copy Contact school office	5p/sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy Contact school office	5p/sheet
Charging regimes and policies.	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Disclosure logs		
Asset register	Hard copy Contact school office	5p/sheet
Any information the school is currently legally required to hold in publicly available registers	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Out of school clubs	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact school office	5p/sheet

School publications, leaflets, books and newsletters	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Parent's Guide – School Parent's Guide – The Nest	Website www.stmaryandstmargarets.com Hard copy Contact school office	Free 5p/sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.012p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.018p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	0.038p (black & white) and 0.032p (colour)	Administration costs
Other		

Signed:
Chair of Governors

Date: