

## Freedom of Information

### Guide to information available from St George's R.C. Primary School under the model publication scheme

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do?</b> This will be current information only	Available on our school website	Free of charge
Who's who in the school	Available on our school website	Free of charge
Who's who on the governing body / board of governors and the basis of their appointment	Available on school website	Free of charge
Instrument of Government	Available on school website	Free of charge
Contact details for the Head teacher and for the governing body, via the school	Available on school website	Free of charge
School Information Packs	Available on school website	Free of charge
School session times and term dates	Available on school website	Free of charge
Address of school and contact details, including email address.	Available on school website	Free of charge

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<p><b>Class 2 – What we spend and how we spend it?</b></p> <ul style="list-style-type: none"> <li>• Current and previous financial year as a minimum</li> <li>• Annual budget plan and financial statements</li> <li>• Capital funding information</li> <li>• Financial audit reports</li> <li>• Details of expenditure over £2k</li> <li>• Procurement &amp; contracts the school has entered into</li> </ul>	<p>Available on request</p>	<p>8p per mono sheet / 10p per colour sheet</p>
<p>Pay policy &amp; pay scales</p>	<p>Newcastle City Council Policy adopted</p>	<p>Price on request</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Governor Services @ Newcastle City Council</p>	<p>Price on request</p>

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### **Class 3 – What our priorities are and how we are doing?**

School vision & future plans / policies / pupil results / inspection reports / parent consultation information	Available on school website	Free of charge
School profile <ul style="list-style-type: none"> <li>• DFE Performance data information</li> <li>• The latest Ofsted (summary and full report)</li> </ul>	Available on school website or Newcastle Council website	Free of charge
Performance management policy and procedures adopted by the governing body.	Available on the school website	Free of charge
Safeguarding and child protection policies	Available on school website	Free of charge
<b>Class 4 – How we make decisions</b> Governing Body agendas / minutes / reports (non-confidential)	Available on request from Chair of Governors	Price on request for printed copies
Admissions policy	Available on school website	Free of charge
<b>Class 5 – Our policies and procedures</b> Current information only all statute and local policies and procedures	Available on school	Free of charge

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are displayed on the school website.	website	
Records management and personal data policies, including: <input type="checkbox"/> Information security policies <input type="checkbox"/> Data protection (including information sharing policies)  <input type="checkbox"/> Records retention, destruction and archive policies	Available on school website Adopted Newcastle City Council policy	Free of charge
Charging and remissions policy	Available on school website	Free of charge
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	Available on request – note: some information may only be available by inspection	Price on application
Any information the school is currently legally required to hold in publicly available registers	Held on school premises.	Price on application
<b>Class 7 – The services we offer</b>	Available on school website – note: some information may only	Free of charge
Extra – curricular activities (out of school clubs) School trips / swimming (Year 3 & 4) / events / tournaments / etc.	be available by inspection	
School publications, leaflets, books and newsletters	Available on our school website	Free of charge

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