



Freedom of Information

Published 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) Current information only		
Who's who in the school	Website: https://stmarysprimary.org/our-school/staff/ Hard copy: available on request – contact school	Free 10p per page
Who's who on the governing body/board of governors and the basis of their appointment	Website: https://stmarysprimary.org/our-school/governors/ Hard copy: available on request – contact school	Free 10p per page
Instrument of Government/Articles of Association	Website: https://stmarysprimary.org/our-school/governors/ Hard copy: available on request – contact school	Free 10p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://stmarysprimary.org/our-school/contact-us/ Hard copy: available on request – contact school	Free 10p per page
School Prospectus	Hard copy: available on request – contact school	Free 10p per page
Annual Report	Hard copy: available on request – contact school	Free 10p per page
Staffing	Website: https://stmarysprimary.org/our-school/staff/ Hard copy: available on request – contact school	Free 10p per page
School session time and term dates	Website: https://stmarysprimary.org/day-to-day/#schoolday https://stmarysprimary.org/day-to-day/term-dates/ https://stmarysprimary.org/our-school/calendar/	Free Free Free
	Hard copy: available on request – contact school	10p per page
Address of school and contact details, including email address.	Website: https://stmarysprimary.org/our-school/contact-us/ Hard copy: available on request – contact school	Free 10p per page



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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) Current and previous financial year as a minimum.		
Annual budget plan and financial statements	Hard copy: available on request – contact school	Free 10p per page
Capital funding	Hard copy: available on request – contact school	Free 10p per page
Financial audit reports	Hard copy: available on request – contact school	Free 10p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: available on request – contact school	Free 10p per page
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: available on request – contact school	Free 10p per page
Pay Policy	Hard copy: available on request – contact school	Free 10p per page
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: available on request – contact school	Free 10p per page
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: available on request – contact school	Free Free Free 10p per page
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy: available on request – contact school	Free 10p per page
Pupil Premium	Website: https://stmarysprimary.org/wp-content/uploads/2019/08/2019-2020-Pupil-Premium-Strategy.pdf Hard copy: available on request – contact school	Free 10p per page
PE Premium	Website: https://stmarysprimary.org/wp-content/uploads/2019/07/Evidencing-the-Impact-of-Sports-Premium-2019.pdf Hard copy: available on request – contact school	Free 10p per page



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Class 3 – What our priorities are and how we are doing		
School attainment performance indicators	Web: https://stmarysprimary.org/performance/ Hard copy: available on request – contact school	Free 10p per page
Ofsted inspections and reviews	Web: https://stmarysprimary.org/performance/#ofstedandsiams Hard copy: available on request – contact school	Free 10p per page
Child Protection policies and procedures on safeguarding and promoting the welfare of children	Web: https://stmarysprimary.org/day-to-day/safeguarding/ https://stmarysprimary.org/wp-content/uploads/2020/01/Child-Protection-Safeguarding-Policy.pdf Hard copy: available on request – contact school	Free 10p per page
E-Safety	Web: https://stmarysprimary.org/day-to-day/online-safety/ Hard copy: available on request – contact school	Free 10p per page
Appraisal Policy	Hard copy: available on request – contact school	10p per page
Code of Conduct	Hard copy: available on request – contact school	10p per page
Schools Development Plan	Hard copy: available on request – contact school	10p per page
	Hard copy: available on request – contact school	Free Free Free 10p per page
SIAMs Church school distinctiveness inspections and reviews	Web: https://stmarysprimary.org/wp-content/uploads/2018/04/SIAMS-report-St.-Marys-Oxted-Final.pdf Hard copy: available on request – contact school	Free 10p per page
Parent Teachers Association meetings and Minutes	Website: https://stmarysprimary.org/day-to-day/pta/ Hard copy: available on request – contact school	Free 10p per page



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Class 4 – How we made decisions		
Schools Development Plan	Hard copy: available on request – contact school	10p per page
Admissions Policy	Web: https://stmarysprimary.org/our-school/prospective-parents/#admissions Hard copy: available on request – contact school	Free 10p per page
Agendas of full Governor Body meetings and its subcommittees	Hard copy: available on request – contact school	10p per page
Minutes of meetings (in public domain) of full Governing Body and sub-committee	Hard copy: available on request – contact school	10p per page



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Class 5 – Our policies and procedures		
Current school policies and procedures for delivering our services and responsibilities	Web: https://stmarysprimary.org/our-school/policies/ Hard copy: available on request – contact school	Free 10p per page
School policies and procedures including: <ul style="list-style-type: none"> • Administration of Medicines Policy • Attendance Policy • Behaviour Policy • Charging and Remissions Policy • Child Protection and Safeguarding Policy • Concerns and Complaints Procedure • Data Protection Policy • Disciplinary and Capabilities Procedures • Health and Safety Policy • Home School Agreement • Pay Policy • RE Policy • Relationships and Sex Policy • Online Safety Policy • SEND • Travel Policy • Whistle Blowing Policy • Worship Policy 	Hard copy: available on request – contact school	10p per page
GDPR <ul style="list-style-type: none"> • Job Applicant Privacy Notice • Pupil Privacy 2019 • Parent Carer Privacy Notice 2019 • Governor and Volunteer Privacy Notice 2019 • School Workforce Privacy Notice 2019 • Data Protection Policy 	Web: https://stmarysprimary.org/our-school/policies/ Hard copy: available on request – contact school	Free 10p per page



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Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Web: https://stmarysprimary.org/learning/ Hard copy: available on request – contact school	Free 10p per page
Asset register (viewing only)	Hard copy: available on request – contact school	10p per page



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Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public	School website	Free
Extra-curricular activities	Web: https://stmarysprimary.org/day-to-day/clubs/ Hard copy: available on request – contact school	Free 10p per page
Out of School Hour Clubs	Web: https://stmarysprimary.org/day-to-day/clubs/ Hard copy: available on request – contact school	Free 10p per page
Newsletter	Web: https://stmarysprimary.org/day-to-day/letters/ Hard copy: available on request – contact school	Free 10p per page
Lettings Policy	Web: https://stmarysprimary.org/our-school/#facilities Hard copy: available on request – contact school	Free



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Out of School Hour Clubs	Web: https://stmarysprimary.org/day-to-day/clubs/ Hard copy: available on request – contact school	Free 10p per page
Newsletter	Web: https://stmarysprimary.org/day-to-day/letters/ Hard copy: available on request – contact school	Free 10p per page
Lettings Policy	Web: https://stmarysprimary.org/our-school/#facilities Hard copy: available on request – contact school	Free



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Guide to Information available from St Mary's CofE Primary School

<u>Schedule of Charges</u>		
Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

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 wish to make a complaint then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance 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

They can be contacted at:

Tel.: 01625 545700 or
0303 123 1113

Email: casework@ico.gov.uk

Website: <http://ico.org.uk>