

Freedom of Information

Guide to information available from Margaret Roper Catholic Primary School under the model publication scheme

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) This will be current information only	(hard copy and/or website)	
Who's who in the school	Hard Copy	£0.20
Who's who on the governing body and the basis of their appointment	Website	Nil
Instrument of Government	Hard Copy	£0.20
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Nil
School prospectus	Website	Nil
Annual Report	Website	Nil
Staffing structure	Hard Copy	£0.20
School session times and term dates	Website	Nil

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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	(hard copy and/or website) Hard Copy – Available school office	£0.04 per sheet
Annual budget plan and financial statements	Hard Copy	£0.04 per sheet
Capitalised funding	Hard Copy	£0.04 per sheet
Additional funding	Hard Copy	£0.04 per sheet
Procurement and projects	Hard Copy	£0.04 per sheet
Pay policy	Hard Copy	£0.04 per sheet
Staffing and grading structure	Hard Copy	£0.04 per sheet
Governors' allowances	Hard Copy	£0.04 per sheet

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<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>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard Copy Website/School Data Dashboard</p> <p>Website</p>	<p>£0.04 per sheet or £0.15 colour</p>
Performance management policy and procedures adopted by the governing body.	Hard Copy	£0.04 per sheet
Schools future plans	Website/Hard Copy	£0.04 per sheet
Policies and procedures	Website/Hard Copy	£0.04 per sheet
<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>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website/Hard Copy	£0.04

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		per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	£0.04 per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	£0.04 per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard Copy Hard Copy Website Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy	£0.04 per sheet £0.04 per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement 	Website	

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<ul style="list-style-type: none"> • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline • Teaching and Learning 	Website Website Hard Copy/Website after agreed revision Website Website Website Website Website	£0.04 per sheet
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) 	Need to be reviewed Website	Nil
Charging regimes and policies. 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.	Website	Nil
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

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Curriculum circulars and statutory instruments	Hard Copy	£0.04 per sheet
Disclosure logs	Hard Copy	£0.04 per sheet
Asset register	Hard Copy	£0.04 per sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	£0.04 per sheet
Class 7 – The services we offer (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	Nil
Out of school clubs	Website	Nil
School publications	Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	Website	Nil
Leaflets books and newsletters	Website	Nil
School Meals Menu Code of Conduct	Website Website Website	Nil

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Uniform List School Diary School Events PTA information	Website Website Website	
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Contact details: The Administrator Margaret Roper Catholic Primary School, Russell Hill Road, Purley, CR8 2XP. office@margaretroper.croydon.sch.uk Tel: 020 8660 0115

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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 @ 4p per sheet (black & white)	Actual cost 4p
	Photocopying/printing @ 15p per sheet (colour)	Actual cost 15p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Copying in excess of one document - £12 per hour or part thereof	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Freedom Of Information Publication Scheme (Revision November 2013)
Reviewed by Governors November 2013, October 2014, May 2016