Chapman Data & Information Service Ltd 29 Hardie Drive, West Boldon, NE36 OJH, England Telephone – 0191 519 0549 or Mobile – 07465 810 194 E-Mail – bryan.chapman@chapmandis.co.uk Website – www.chapmandis.co.uk



Let CDIS worry about your data, so you don't have to

## Freedom of Information

Guide to information available from **St Joseph's RC Primary School** under the model publication scheme (All costs to also incur First Class post if requested.)

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
Who's who in the school	School Website	
Who's who on the governing body / board of governors and the basis of their appointment	School Website	
Instrument of Government / Articles of Association	Hard Copy	5p per page
Contact details for the Head teacher and for the governing body, via the school	School Website	
Annual Report	School Website	
Staffing structure	School Website	
School session times and term dates	School Website	
Address of school and contact details, including email address.	School Website	

Information to be published. This includes	How the	Cost
datasets where applicable – please see "how to	information can be	
complete the guide to Information	obtained	
Annual budget plan and financial statements	Hard Copy	5p per page
Capital Funding	Hard Copy	5p per page
Financial audit reports	Hard Copy	5p per page
Details of expenditure items over £2000	Hard Copy	5p per page
Procurement and contracts the school has entered	Hard Copy	5p per page
into, or information relating to / a link to		
information held by an organisation which has		
done so on its behalf		
Pay policy	Hard Copy	5p per page
Staff allowances and expenses that can be	Hard Copy	5p per page
incurred or claimed, with totals paid to individual		
senior staff members		
Staffing, pay and grading structure.	Hard Copy	5p per page
Governors' allowances that can be incurred or	Hard Copy	5p per page
claimed, and a record of total payments made to		
individual governors.		



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
Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School Website	
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report	School Website	<b>F</b> ig. <b>1</b> ,
Post-inspection action plan Performance management policy and procedures adopted by the governing body.	Hard Copy Hard Copy	5p per page 5p per page
Performance data or a direct link to it	School Website	
The school's future plans	Hard Copy	5p per page
Safeguarding and child protection	School Website	

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
Admissions policy/decisions	School Website	
Agendas and minutes of meetings of the governing body and its committees.	Hard Copy	5p per page

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
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	School Website	
Charging regimes and policies.	School Website	

Information to be published. This includes	How the	Cost
datasets where applicable – please see "how to	information can be	
complete the guide to Information	obtained	
Curriculum circulars and statutory instruments	Hard Copy	5p per page
Disclosure logs	Hard Copy	5p per page
Asset register	Hard Copy	5p per page
Any information the school is currently legally	Hard Copy	5p per page
required to hold in publicly available registers		

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
Extra-curricular activities	School Website	
Out of school clubs	School Website	
School publications, leaflets, books, newsletters	School Website	

Charge per copy of 5p per page is for printing and paper costs.