

## Freedom of Information

### Guide to information available from St John Vianney Catholic 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 via school office	Free of charge
Instrument of Government	Available via School office	Free of charge
Contact details for the Headteacher and for the governing body, via the school	Available on school website	Free of charge
School Information	Available via the school	Free of charge

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School session times and term dates	Available on school website or via the school office	Free of charge
Address of school and contact details, including email address.	Available on school website	Free of charge
<b>Class 2 – What we spend and how we spend it?</b> <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> </ul>	Available on request	8p per mono sheet / 10p per colour sheet
Pay policy & pay scales	Newcastle City Council Policy adopted	Price on request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governor Services @ Newcastle City Council	Price on request
<b>Class 3 – What our priorities are and how we</b>		

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<p><b>are doing?</b> School vision &amp; future plans / policies / pupil results / inspection reports / parent consultation information</p>	Available on school website/parent forums/via school office	Free of charge
<p>School profile</p> <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 via the school office	Free of charge
Safeguarding and child protection policies	Available via the school office	Free of charge
<p><b>Class 4 – How we make decisions</b></p> <p>Governing Body agendas / minutes / reports (non-confidential)</p>	Available on request from the Chair of Governors	Price on request for printed copies
Admissions policy	Available on Diocese of Hexham and Newcastle	Free of charge

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	Website/ School website/ Newcastle City Council Website	
<p><b>Class 5 – Our policies and procedures</b> Current information only all statute and local policies and procedures are displayed on the school website.</p>	Available on school website	Free of charge
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Data protection (including information sharing policies)</li> <li>• Records retention, destruction and archive policies</li> </ul>	Available on school website or via the school office Adopted Newcastle City Council policy	Free of charge
Charging and remissions policy	Available on school website	Free of charge
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the</p>	Available on request – note: some information may only	Price on application

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attendance registers).	be available by inspection	
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>  Extra – curricular activities (out of school clubs) School trips / swimming / events / tournaments / etc.	Available on school website or via the school office– note: some information may only be available by inspection	Free of charge
School publications, leaflets, books and newsletters	Available on our school website or via the school office	Free of charge

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#### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 8p per sheet (black & white)	Actual cost plus proportion of rental
	Photocopying/printing @ 10p per sheet (colour)	Actual cost plus proportion of rental
	Postage	Actual cost: Royal Mail standard 2 <sup>nd</sup> class