

Freedom of Information

Guide to information available from Ponteland Middle 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		
Who's who in the school	Website www.ponteland.academy Hard Copy School Office	Free
Who's who on the governing body and the basis of their appointment	Website www.ponteland.academy Hard Copy School Office	Free
Instrument of Government	Hard Copy School Office	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website www.ponteland.academy Hard Copy School Office	Free
School prospectus	Hard Copy School Office	Free
Staffing structure	Website www.ponteland.academy Hard Copy School Office	Free
School session times and term dates	Hard Copy School Office	Free
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		

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Annual budget plan and financial statements	Hard Copy School Office	Free
Capitalised funding	Hard Copy School Office	Free
Additional funding	Hard Copy School Office	Free
Procurement and projects	Hard Copy School Office	Free
Pay policy	Hard Copy School Office	Free
Staffing and grading structure	Hard Copy School Office	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard Copy (School Office) Website www.ponteland.academy or Hard Copy (School Office)	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy School Office	Free
Keeping Children Safe in Education – policies and procedures	Hard Copy School Office	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard Copy School Office	Free
Agendas of meetings of the Trustees and (if held) its sub-committees.	Hard Copy School Office	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy School Office	Free

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies • Staffing structure • Equality and diversity (including equal opportunities) policies 	<p>All policies available as hard copies School Office</p>	<p>Free</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>All policies available as hard copies School Office</p>	<p>Free</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Data protection (including information sharing policies) 	<p>All policies available as hard copies School Office</p>	<p>Free</p>
<p>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.</p>	<p>Hard Copy School Office</p>	<p>Free</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy School Office</p>	<p>Free</p>
<p>Asset register</p>	<p>Hard Copy School Office</p>	<p>Free</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the</p>		

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public and businesses) Current information only		
Extra-curricular activities	Website www.ponteland.academy Hard Copy/Newsletter School Office	Free
Out of school clubs	Hard Copy/Newsletter School Office	Free
School publications	Hard Copy/Newsletter School Office	Free
Leaflets books and newsletters	Website www.ponteland.academy Hard Copy/Newsletter School Office	Free