

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.pontelandmiddle.northumberland.sch.uk Hard Copy School Office	Free
Who's who on the governing body and the basis of their appointment	Website www.pontelandmiddle.northumberland.sch.uk 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.pontelandmiddle.northumberland.sch.uk Hard Copy	Free

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	School Office	
School prospectus	Hard Copy School Office	Free
Staffing structure	Website www.pontelandmiddle.northumberland.sch.uk 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		
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	Free

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	School Office	
Staffing and grading structure	Hard Copy School Office	Free
<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>		
<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 (School Office) Website www.pontelandmiddle.northumberland.sch.uk or Hard Copy (School Office)</p>	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy School Office	Free
Every Child Matters – policies and procedures	Hard Copy	Free

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	School Office	
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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 governing body 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)</p> <p>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>

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Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Data protection (including information sharing policies)	All policies available as hard copies School Office	Free
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.	Hard Copy School Office	Free

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy School Office	Free
Asset register	Hard Copy School Office	Free

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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 and businesses) Current information only		
Extra-curricular activities	Website www.pontelandmiddle.northumberland.sch.uk 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.pontelandmiddle.northumberland.sch.uk Hard Copy/Newsletter School Office	Free