



Information available from **Monkhouse Primary School** under the model publication scheme

Information to be published	How you can obtain the information	Cost
<p><b>Class 1 - Who we are and what we do</b>            Information about us; our structures, locations and contacts             Current information only</p>	<p><a href="https://www.monkhouseprimary.co.uk/meet-the-team/">https://www.monkhouseprimary.co.uk/meet-the-team/</a></p>	None
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p><a href="https://www.monkhouseprimary.co.uk/contact-details/">https://www.monkhouseprimary.co.uk/contact-details/</a></p>	None
<p>Head teacher’s contact details</p>	<p><a href="https://www.monkhouseprimary.co.uk/contact-details/">https://www.monkhouseprimary.co.uk/contact-details/</a>             Website or Telephone school office on 0191 300 0490 or email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a></p>	None
<p>Who’s who in the school/academy</p>	<p><a href="https://www.monkhouseprimary.co.uk/meet-the-team/">https://www.monkhouseprimary.co.uk/meet-the-team/</a></p>	None
<p>Who’s who on the governing body / board of governors and selection criteria for appointment             Governing body’s contact details</p>	<p><a href="https://www.monkhouseprimary.co.uk/governance/">https://www.monkhouseprimary.co.uk/governance/</a></p>	None
<p>For academies: Trustees’ contact details</p>	Not applicable	None
<p>For academies: Trustee who’s who</p>	Not applicable	None
<p>Instrument of Government / Articles of Association</p>	<p>Contact Governing Body Clerk – Hannah Gilroy  <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a> or 0191 300 0490</p>	<i>Dependant on how many pages – see cost table below</i>
<p>School/academy prospectus</p>	<p>Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a></p>	<i>Dependant on how many pages – see cost table below</i>
<p>School/Academy session times and term dates</p>	<p><a href="https://www.monkhouseprimary.co.uk/school-day-timings/">https://www.monkhouseprimary.co.uk/school-day-timings/</a></p>	None

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	None
Annual budget and financial statements	<a href="https://schools-financial-benchmarking.service.gov.uk/">https://schools-financial-benchmarking.service.gov.uk/</a>	None
For academies: Annual accounts	Not applicable	None
Capital funding	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Financial Audits reports	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Not applicable	None
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Not applicable	None
Procurement and contracts we have entered into	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Details of any premiums we receive such as Pupil premium.	<a href="https://www.monkhouseprimary.co.uk/pupil-premium/">https://www.monkhouseprimary.co.uk/pupil-premium/</a>  <a href="https://www.monkhouseprimary.co.uk/pe-sports-premium-funding/">https://www.monkhouseprimary.co.uk/pe-sports-premium-funding/</a>	None
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	(hard copy or website)	None
Annual Report	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Latest reports from regulators (Ofsted / Estyn / Education and Training	<a href="https://www.monkhouseprimary.co.uk/ofsted-and-performance-data/">https://www.monkhouseprimary.co.uk/ofsted-and-performance-data/</a>	None

Inspectorate) ( <i>delete as appropriate</i> ) - Summary - Full report - Post-inspection action plan		
Exam and assessment results	<a href="https://www.monkhouseprimary.co.uk/ofsted-and-performance-data/">https://www.monkhouseprimary.co.uk/ofsted-and-performance-data/</a>	None
Performance tables	<a href="https://www.monkhouseprimary.co.uk/ofsted-and-performance-data/">https://www.monkhouseprimary.co.uk/ofsted-and-performance-data/</a>	None
Careers programme information	Not applicable	None
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	<a href="https://www.monkhouseprimary.co.uk/exploration-to-form-a-mat-in-2024/">https://www.monkhouseprimary.co.uk/exploration-to-form-a-mat-in-2024/</a>	None
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	<a href="https://www.monkhouseprimary.co.uk/ofsted-and-performance-data/">https://www.monkhouseprimary.co.uk/ofsted-and-performance-data/</a>	None
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions  Current and previous three years as a minimum	(hard copy or website)	None
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	<a href="https://www.monkhouseprimary.co.uk/admissions/">https://www.monkhouseprimary.co.uk/admissions/</a>	None
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Inspections copies available on request by emailing the Governing Body Clerk – Hannah Gilroy <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a> or 0191 300 0490	<i>Dependant on how many pages – see cost table below</i>
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only	(hard copy or website)	None
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<a href="https://www.monkhouseprimary.co.uk/policies/">https://www.monkhouseprimary.co.uk/policies/</a>	None

Safeguarding and child protection, including protecting children's personal data	<a href="https://www.monkhouseprimary.co.uk/policies/">https://www.monkhouseprimary.co.uk/policies/</a>	None
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	<a href="https://www.monkhouseprimary.co.uk/policies/">https://www.monkhouseprimary.co.uk/policies/</a>	None
Policies and procedures relating to recruitment and human resources	<a href="https://www.monkhouseprimary.co.uk/policies/">https://www.monkhouseprimary.co.uk/policies/</a>	None
Special educational needs	<a href="https://www.monkhouseprimary.co.uk/policies/">https://www.monkhouseprimary.co.uk/policies/</a>	None
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<a href="https://www.monkhouseprimary.co.uk/policies/">https://www.monkhouseprimary.co.uk/policies/</a>	None
Pay Policy	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	<a href="https://www.monkhouseprimary.co.uk/gdpr/">https://www.monkhouseprimary.co.uk/gdpr/</a>	None
Charging regimes and policies	<a href="https://www.monkhouseprimary.co.uk/policies/">https://www.monkhouseprimary.co.uk/policies/</a>	None
(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	Not applicable	None
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	None
Curriculum circulars and statutory instruments	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Not applicable	None
Disclosure logs, ie information provided in response to FOIA/EIR requests	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Asset register and Information Asset register	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>
Any information we are currently legally required to hold in publicly available registers	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a>	<i>Dependant on how many pages – see cost table below</i>

<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	(hard copy or website; some information may only be available by inspection)	None
Current information only		
Extra-curricular activities	<a href="https://www.monkhouseprimary.co.uk/extra-curricular-clubs/">https://www.monkhouseprimary.co.uk/extra-curricular-clubs/</a>	None
Out of school/academy clubs	<a href="https://www.monkhouseprimary.co.uk/after-school-breakfast-clubs/">https://www.monkhouseprimary.co.uk/after-school-breakfast-clubs/</a>	None
Services for which we are entitled to recover a fee, together with those fees	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a> or telephone 0191 300 0490	<i>Dependant on how many pages – see cost table below</i>
Requests for paper copies of information	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a> or telephone 0191 300 0490	<i>Dependant on how many pages – see cost table below</i>
Our publications, leaflets, books and newsletters	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a> or telephone 0191 300 0490	<i>Dependant on how many pages – see cost table below</i>
<b>Additional Information</b> Any information that is not itemised in the lists above	Email <a href="mailto:office@monkhouseprimary.co.uk">office@monkhouseprimary.co.uk</a> or telephone 0191 300 0490	<i>Dependant on how many pages – see cost table below</i>

## 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
<b>Disbursement cost</b>	Charged at - @ 0.00300p per sheet (black & white)	Actual cost *
	Charged at - @ 0.02600p per sheet (colour)	Actual cost
	Postage <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Class Letter - 85p</li> <li>• 2<sup>nd</sup> Large Letter 100g- £1.55</li> <li>• 2<sup>nd</sup> Large Letter 250g- £2.10</li> <li>• 2<sup>nd</sup> Large Letter 500g- £2.50</li> <li>• 2<sup>nd</sup> Large Letter 750g- £2.70</li> </ul>	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred