

St Paul's Catholic Primary School and Nursery



Published guide to Information

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do (organisational information, structures and contacts) current information only		
Who's who in school	website https://st-pauls.portsmouth.sch.uk/whos-who/	
Contact details, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website https://st-pauls.portsmouth.sch.uk/contact-details/	
Head teacher's contact details	Website https://st-pauls.portsmouth.sch.uk/contact-details/	
Who's who on the governing body / board of governors and selection criteria for appointment	Website https://st-pauls.portsmouth.sch.uk/governors/	
Governing body's contact details	https://st-pauls.portsmouth.sch.uk/contact-us/	
School session times and term dates	Website https://st-pauls.portsmouth.sch.uk/our-school-day/ https://st-pauls.portsmouth.sch.uk/term-dates/	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) (Current and previous financial year as a minimum)		
Annual budget and financial statements	Hard copy upon request- contact school	10p per sheet
Capital funding	Hard copy upon request- contact school	10p per sheet
Financial Audits reports	Hard copy upon request- contact school	10p per sheet
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy upon request- contact school	10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy upon request- contact school	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy upon request- contact school	10p per sheet
Procurement and contracts, we have entered into	Hard copy upon request- contact school	10p per sheet

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	Website	
Latest Ofsted report	https://st-pauls.portsmouth.sch.uk/ofsted-report/	
Performance data supplied to the English Government	https://st-pauls-catholic-primary-school-and-nursery.secure-primariesite.net/key-stage-data/ https://www.compare-school-performance.service.gov.uk/school/116487/st-paul's-catholic-primary-school/primary	
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy upon request- contact school	10p a sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) (Current and previous three years as a minimum)		
Admissions policy and, where applicable, admission decisions	Website https://st-pauls.portsmouth.sch.uk/policies/	
	Hard copy upon request- contact school	10p a sheet
Agendas and minutes of meetings of the governing body and its committees, (this will exclude information that is properly regarded as private to the meeting)	Hard copy upon request- contact school	10p a sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only)		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website https://st-pauls.portsmouth.sch.uk/policies/	
	Hard copy upon request- contact school	10p a sheet
Safeguarding and child protection, including protecting children's personal data	Website https://st-pauls.portsmouth.sch.uk/policies/	
	Hard copy upon request- contact school	10p a sheet
Equality and Diversity	Website https://st-pauls.portsmouth.sch.uk/policies/	
	Hard copy upon request- contact school	10p a sheet
Special educational needs	Website https://st-pauls.portsmouth.sch.uk/policies/	
	Hard copy upon request- contact school	10p a sheet

Class 6 – Lists and Registers (Currently maintained lists and registers only - this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy upon request- contact school	10p per sheet
Disclosure logs	Information only – contact school	
Asset register	Information only – contact school	
Any information we are currently legally required to hold in publicly available registers	Information only – contact school	
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 https://st-pauls.portsmouth.sch.uk/after-school-clubs/	
Services for which we are entitled to recover a fee, together with those fees	Website https://st-pauls.portsmouth.sch.uk/policies/	
Our publications, leaflets, books and newsletters	Website https://st-pauls.portsmouth.sch.uk/ Hard copy upon request- contact school	10p per sheet

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	Charge
Disbursement cost	Photocopying /printing per sheet (black & white)	Actual cost *	10pence per page
	Photocopying/printing per sheet (colour)	Actual cost	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class	85pence standard £1.55 large
Statutory Fee		In accordance with the relevant legislation	not applicable

* the actual cost incurred