

Information available from Monkseaton Middle School under the model publication scheme

This template 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
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>		
Contact details	<p>Website www.monkseatonmiddle.org/contact-us/</p> <p>Hardcopy Available on request from the School Office</p>	<p>n/a</p> <p>5p per page (hard copy)</p>
Head teacher's contact details	<p>Website www.monkseatonmiddle.org/contact-us/</p> <p>Hardcopy Available on request from the School Office</p>	<p>n/a</p> <p>5p per page (hard copy)</p>
Who's who in the school	<p>Website www.monkseatonmiddle.org/senior-leadership-team/ www.monkseatonmiddle.org/staff-list/</p> <p>Hardcopy Available on request from the School Office</p>	<p>n/a</p> <p>5p per page (hard copy)</p>

Who's who on the board of governors, selection criteria for appointment and terms of office Governing body's contact details	Website www.monkseatonmiddle.org/information/governance Hardcopy Available on request from the School Office	n/a 5p per page (hard copy)
School session times and term dates	Website www.monkseatonmiddle.org/family-area/term-dates Hardcopy Available on request from the School Office	n/a 5p per page (hard copy)
<p>Class 2 – What we spend and how we spend it</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>		
Annual budget and financial statements	Hardcopy Available on request from the School Office	5p per page (hard copy)
Capital funding	Hardcopy Available on request from the School Office	5p per page (hard copy)
Financial Audits reports	Hardcopy Available on request from the School Office	5p per page (hard copy)
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hardcopy Available on request from the School Office	5p per page (hard copy)
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other	Hardcopy Available on request from the School Office	5p per page

posts, identify levels of pay by salary range		(hard copy)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hardcopy Available on request from the School Office	5p per page (hard copy)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy Available on request from the School Office	5p per page (hard copy)
Procurement and contracts we have entered into	Hardcopy Available on request from the School Office	5p per page (hard copy)
Details of any premiums we receive such as Pupil premium.	Hardcopy Available on request from the School Office	5p per page (hard copy)
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>		
Latest reports from Ofsted - Summary - Full report • - Post-inspection action plan	Website https://reports.ofsted.gov.uk/provider/23/108637 Hardcopy Available on request from the School Office	n/a 5p per page (hard copy)
Exam and assessment results	Website https://compare-school-performance.service.gov.uk/school/108637/monkseaton-middle-school Hardcopy	n/a

	Available on request from the School Office	5p per page (hard copy)
Performance tables	<p>Website https://compare-school-performance.service.gov.uk/school/108637/monkseaton-middle-school</p> <p>Hardcopy Available on request from the School Office</p>	n/a 5p per page (hard copy)
Careers Programme	<p>Website www.monkseatonmiddle.org/family-area/careers</p> <p>Hardcopy Available on request from the School Office</p>	Free 5p per page (hard copy)
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	<p>Hardcopy Available on request from the School Office</p>	5p per page (hard copy)
School profile and performance data supplied to the English Government (or a direct link to the data)	<p>Website https://reports.ofsted.gov.uk/provider/23/108637</p> <p>Website https://compare-school-performance.service.gov.uk/school/108637/monkseaton-middle-school</p> <p>Hardcopy Available on request from the School Office</p>	n/a n/a 5p per page (hard copy)
Data Protection impact assessments (in full or summary format) or any other impact assessment	<p>Hardcopy Available on request from the School Office</p>	5p per page

(eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		(hard copy)
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>		
Admissions policy	<p>Website www.monkseatonmiddle.org/information/admissions-information/</p> <p>Hardcopy Available on request from the School Office</p>	n/a 5p per page (hard copy)
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	<p>Hardcopy Available on request from the School Office</p>	5p per page (hard copy)
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<p>Website www.monkseatonmiddle.org/information/policies/</p> <p>Hardcopy</p>	n/a 5p per page

	Available on request from the School Office	(hard copy)
Safeguarding and child protection, including protecting children's personal data	<p>Website www.monkseatonmiddle.org/information/policies/</p> <p>Hardcopy Available on request from the School Office</p>	n/a 5p per page (hard copy)
Equality and Diversity	<p>Website www.monkseatonmiddle.org/information/policies/</p> <p>Hardcopy Available on request from the School Office</p>	n/a 5p per page (hard copy)
Policies and procedures relating to recruitment and human resources	<p>Hardcopy Available on request from the School Office</p>	5p per page (hard copy)
Special educational needs	<p>Website www.monkseatonmiddle.org/information/policies/</p> <p>Hardcopy Available on request from the School Office</p>	Free 5p per page (hard copy)
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<p>Website www.monkseatonmiddle.org/information/policies/</p> <p>Hardcopy Available on request from the School Office</p>	Free 5p per page (hard copy)

Pay Policy	Hardcopy Available on request from the School Office	5p per page (hard copy)
Records management (Information security policies, records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Hardcopy Available on request from the School Office	5p per page (hard copy)
Charging regimes and policies	Hardcopy Available on request from the School Office	5p per page (hard copy)
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>		
Curriculum circulars and statutory instruments	<p>Website www.monkseatonmiddle.org/information/curriculum-overviews/</p> <p>Hardcopy Available on request from the School Office</p>	Free 5p per page (hard copy)
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Inspection Only – please contact the School	Free
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection Only – please contact the School	Free

Asset register and Information Asset register	Inspection Only – please contact the School	Free
Any information we are currently legally required to hold in publicly available registers	Inspection Only – please contact the School	Free
<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only (hard copy or website; some information may only be available by inspection)</p>		
Extra-curricular activities	<p>Website www.monkseatonmiddle.org/family-area/extra-curricular-activities/</p> <p>Hardcopy Available on request from the School Office</p>	
Services for which we are entitled to recover a fee, together with those fees		
Requests for paper copies of information	Admin@monkseatonmiddle.org or 0191 253 2335 or in person in School Office	
Our publications, leaflets, books and newsletters		
<p>Additional Information</p> <p>Any information that is not itemised in the lists above</p>		

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
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation	n/a
Other		

* the actual cost incurred