

## Freedom of Information

### Guide to information available from St Cuthbert's Catholic Primary School under the model publication scheme

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	hard copy and/or website	FREE
Who's who on the governing body / board of governors and the basis of their appointment	hard copy and/or website	FREE
Instrument of Government / Articles of Association	hard copy and/or website	FREE
Contact details for the Head teacher and for the governing body, via the main office of the school.	hard copy and/or website	FREE
School prospectus	hard copy and/or website	FREE
Annual Governor Statement	hard copy and/or website	FREE
Staffing structure	hard copy and/or website	FREE
School session times and term dates	hard copy and/or website	FREE
Address of school and contact details, including email address.	hard copy and/or website	

<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)          Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	hard copy	5p per sheet
Capital funding	hard copy	5p per sheet
Financial audit reports	hard copy	5p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hard copy	5p per sheet
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	hard copy	5p per sheet
Pay policy	hard copy	5p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	hard copy	5p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	hard copy	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	hard copy	5p per sheet

<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)          Current information as a minimum</p>		
<p>School profile (if any)          And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	hard copy and/or website	5p per sheet
<p>Performance management policy and procedures adopted by the governing body.</p>	hard copy	5p per sheet
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	hard copy and/or website	5p per sheet
<p>Safeguarding and child protection</p>	hard copy and/or website	FREE
<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)          Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	hard copy and/or website	5p per sheet
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	hard copy	5p per sheet

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only.          As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	hard copy and/or website	5p per sheet
<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.          If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	hard copy and/or website	FREE
<p><b>Class 6 – Lists and Registers</b>          Currently maintained lists and registers only (this does not include the attendance register).</p>	hard copy or website; some information may only be available by inspection	5p per sheet
<p>Curriculum circulars and statutory instruments</p>	hard copy and/or website	5p per sheet

Disclosure logs (requests for information)	hard copy and/or website	5p per sheet
Asset register	hard copy	5p per sheet
Any information the school is currently legally required to hold in publicly available registers	hard copy	10p per sheet
<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) Current information only		
Extra-curricular activities	hard copy and/or website	FREE
Out of school clubs	hard copy and/or website	FREE
Services for which the school is entitled to recover a fee, together with those fees	hard copy and/or website	10p per sheet
School publications, leaflets, books and newsletters	hard copy and/or website	FREE
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## 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>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost * 5p per sheet
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		

\* the actual cost incurred by the public authority