

St Charles Catholic Primary School

Freedom of Information Publication Scheme



1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

This publication scheme commits the school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits our school to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. Making Information Available

Information will be provided on the website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charging

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. The Scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contact. Current information only	Website	Free
Who’s who in the school	Website	Free
Who’s who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Hard Copy Email	Schedule of Charges Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	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	Schedule of Charges
Capital funding	Hard Copy	Schedule of Charges
Additional funding	Hard Copy	Schedule of Charges
Procurement and projects	Hard Copy	Schedule of Charges
Pay policy	Hard Copy	Schedule of Charges
Governors’ allowances that can be incurred or claimed	Hard Copy	Schedule of Charges
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: <ul style="list-style-type: none"> Government supplied performance data 	Website	Free

<ul style="list-style-type: none"> The latest Ofsted report: <ul style="list-style-type: none"> - Summary - Full report 		
Performance management policy and procedures adopted by the governing body	Hard Copy	Schedule of Charges
School Improvement Plan	Hard Copy	Schedule of Charges
Safeguarding and child protection policies and procedures	Website	Free
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)	Website	Free
Agendas and minutes of meetings of the governing body and (if held) its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Hard Copy	Schedule of Charges
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Pay policy Information request handling policy Equality and diversity (including equal opportunities) policy Staff recruitment policies 	Website Via Email Hard Copy	Free Free Schedule of Charges
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Home-school agreement Curriculum Relationships and Sex Education policy Special educational needs Accessibility Race equality Collective worship Pupil discipline 	Website Via Email Hard Copy	Free Free Schedule of Charges
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies 	Website Hard Copy	Free Schedule of Charges

<ul style="list-style-type: none"> Data protection (including information sharing policies) 		
<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.</p>	<p>Website</p> <p>Email</p>	<p>Free</p> <p>Free</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy	Schedule of Charges
Disclosure logs	Inspection	No charge
Asset register/Inventory	Inspection	No charge
Any information the school is currently legally required to hold in publicly available registers – this does not include attendance registers	Inspection Hard Copy	No charge Schedule of Charges
<p>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</p>		
Extra-curricular activities	Hard Copy	Schedule of Charges
Out of school clubs	Hard Copy	Schedule of Charges
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	Schedule of Charges
School publications, leaflets, books and newsletters	Website	Free

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	CHARGE
Disbursement Cost	Photocopying/printing @ 5p per sheet	Actual Cost*
	Photocopying /printing @ 20p per sheet - colour	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with relevant legislation

*minimum cost to school including some administration costs