

## Freedom of Information

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

**This Freedom of Information Document Policy has been approved and adopted by the Governing Body and will be reviewed every two years..**

**Reviewed date: Sept 2020**

**Next Review: Sept 2022**

<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> This will be current information only	Hard copy/website	
Who's who in the school	Hard copy/website/prospectus	
Who's who on the governing body / board of governors and the basis of their appointment	Hard copy/website	
Instrument of Government / Articles of Association	Hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy/website	
School prospectus (if any)	Hard copy	
Annual Report (if any)	N/A	

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Staffing structure	Hard copy	
School session times and term dates	Hard copy/website	
Address of school and contact details, including email address.	Hard copy/website	
<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	Hard copy	
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	
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	
Pay policy	Hard copy	

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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	
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	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	
<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	Hard copy/website	
School profile  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Website  Website Website  Hard copy	

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Performance management policy and procedures adopted by the governing body.	Hard copy	
The school's future plans; proposals for and any consultation on the future of the school, such as a change in status	Hard copy/website (when relevant)	
Safeguarding and child protection	Hard copy/website	
<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	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy/website	
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).	Hard copy	
<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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language	Website	

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Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.		
Records management and personal data policies, including: <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>	Website	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
<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	Hard copy or website; some information may only be available by inspection	
Extra-curricular activities	Hard copy	
Out of school clubs	Hard copy	

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Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
School publications, leaflets, books and newsletters	Hard copy/website	

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**SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing Not available (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class