

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

Information available from **St Joseph's Catholic Primary School** under the model publication scheme

| Information to be published | How you can obtain the information |
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| <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> | (hard copy or website) |
| <p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p> | School website |
| <p>Head teacher's contact details</p> | School website |
| <p>Who's who in the school</p> | School website |
| <p>Who's who on the governing body / board of governors and selection criteria for appointment</p> <p>Governing body's contact details</p> | School website |

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| Instrument of Government / Articles of Association | Hard copy |
| School prospectus (if any) | School website |
| School session times and term dates | School website |
| <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> | (hard copy or website) |
| Annual budget and financial statements | Hard copy |
| Capital funding | Hard copy |
| Financial Audits reports | Hard copy |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval) | Hard copy |
| Staff pay – details of senior staff salaries in bands of £ 5,000. For all other 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 | Hard copy |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors | Hard copy |
| Procurement and contracts we have entered into | Hard copy |

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| Details of any premiums we receive such as Pupil premium. | School website |
| <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> | (hard copy or website) |
| Annual Report | Hard copy |
| <p>Latest reports from regulators (Ofsted)</p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan <p>(hard copy)</p> | School website |
| Exam and assessment results | School website |
| Performance tables | School website |
| The school's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status. | Hard copy |
| School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data) | School website |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hard copy |

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| <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> | (hard copy or website) |
| <p>Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)</p> | School website |
| <p>Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.</p> | 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> | (hard copy or website) |
| <p>School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.</p> | School website |
| <p>Safeguarding and child protection, including protecting children’s personal data</p> | School website |
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| Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998) | |
| Policies and procedures relating to recruitment and human resources | School website |
| Special educational needs | School website |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | School website |
| Pay Policy | Hard copy |
| Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies) | School website |
| Charging regimes and policies | School website |
| Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) | (hard copy or website; some information may only be available by inspection) |
| Curriculum circulars and statutory instruments | Hard copy |
| CCTV Details of the locations of any overt CCTV surveillance | Hard copy |

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| cameras operated by us or on our behalf | |
| Disclosure logs, ie information provided in response to FOIA/EIR requests | Hard copy |
| Asset register and Information Asset register | Hard copy |
| Any information we are currently legally required to hold in publicly available registers | Hard copy |
| <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</p> | (hard copy or website; some information may only be available by inspection) |
| Extra-curricular activities | School website |
| Out of school/academy clubs | School website |
| Services for which we are entitled to recover a fee, together with those fees | Hard copy |
| Requests for paper copies of information | Hard copy |
| Our publications, leaflets, books and newsletters | School website |
| <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 @ 10p per sheet (black & white) | Paper and ink costs |
| | Photocopying @ 20p per sheet (colour) | Paper and ink costs |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | |
| Other | | |