



St Mary's Catholic Primary School

Freedom of Information Publication Scheme

We grow and learn in the footsteps of Jesus

Approved by ¹	
Name:	Nicola Pettitt
Position:	Governor
Signed:	N. Pettitt
Date:	3 rd February 2021
Proposed review date ² :	February 2022

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website) Website	Nil
Who's who in the school	Website	Nil
Who's who on the governing body and the basis of their appointment	Website	Nil
Instrument of Government	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website / Hard copy available from school	Nil 5p per black and white copy / 10 p per colour copy
School prospectus	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Annual Report	Website	Nil

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

Staffing structure	Hard copy available from school	5p per black and white copy / 10 p per colour copy
School session times and term dates	Website	Nil
Address of school and contact details, including email address	Website	Nil
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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Capitalised funding	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Additional funding	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Procurement and projects	Hard copy available from school	5p per black and white copy / 10 p per colour copy

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

Pay policy	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Staffing and grading structure	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Governors' allowances	N/A	N/A
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	(hard copy or website) Website / Hard copy available from school	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	Nil
Performance management policy and procedures adopted by the governing body.	Hard copy available from school	5p per black and white copy / 10 p per colour copy

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

Schools future plans	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Policies and procedures	Website / Hard copy available from school	Nil/ 5p per black and white copy / 10 p per colour copy
Safeguarding and Child Protection	Policies available on school website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website) Hard copy available from school	5p per black and white copy / 10 p per colour copy
Admissions policy/decisions (not individual admission decisions)	Website / Hard copy available from school	Nil /5p per black and white copy / 10 p per colour copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy available from school	5p per black and white copy / 10 p per colour copy

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <ul style="list-style-type: none"> • Website / Hard copy available from school 	<p>Nil / 5p per black and white copy / 10 p per colour copy</p>
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy 	<ul style="list-style-type: none"> • Website • Website • Website • Hard copy available from school • Hard copy available from school • Hard copy available from school 	<p>Nil Nil Nil 5p per black and white copy / 10 p per colour copy</p> <p>5p per black and white copy / 10 p per colour copy</p> <p>5p per black and white copy / 10 p per colour copy</p>

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

<ul style="list-style-type: none"> • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<ul style="list-style-type: none"> • Hard copy available from school • Website • Hard copy available from school 	<p>5p per black and white copy / 10 p per colour copy</p> <p>Nil</p> <p>5p per black and white copy / 10 p per colour copy</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship / Prayer and Liturgy • Careers education • Pupil discipline 	<ul style="list-style-type: none"> • N/A • Website • Website • Website • Website • Website • Website • Website • N/A • Website 	<p>Nil</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies 	<ul style="list-style-type: none"> • Hard copy available from school • Hard copy available from school 	<p>5p per black and white copy / 10 p per colour copy</p>

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

• Data protection (including information sharing policies)	• Website	
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.	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	5p per black and white copy / 10 p per colour copy
Curriculum circulars and statutory instruments	By Inspection	N/A
Disclosure logs	By Inspection	N/A
Asset register	By inspection	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Each request will be assessed as to whether it is available on the website, in hard copy or by inspection only.	5p per black and white copy / 10 p per colour copy
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	(hard copy or website; some information may only be available by inspection) Website / Hard copy available from school	Nil / 5p per black and white copy / 10 p per colour copy
Extra-curricular activities	Hard copy available from school	5p per black

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

		and white copy / 10 p per colour copy
Out of school clubs	Hard copy available from school	5p per black and white copy / 10 p per colour copy
School publications	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available from school	5p per black and white copy / 10 p per colour copy
Leaflets books and newsletters	Website / Hard copy available from school	Nil / 5p per black and white copy / 10 p per colour copy
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	If you require any further information please contact the school office.	

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme

Contact details:

St. Mary's C.P. School
High Road
Kells
Whitehaven
Cumbria
CA28 9PG

01946 66356

admin@kells-stmarys.cumbria.sch.uk

www.kells-stmarys.cumbria.sch.uk

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/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Freedom of Information

Guide to information available from St. Mary's C.P. School under the publication scheme