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:** | 13th October 2025 |
| **Proposed review date**[2]**:** | October 2026 |

# REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). We keep this sheet to record updates for our records, but we usually publish only the table.

| Version Number | Version Description | Date of Revision |
|---|---|---|
| 1 | Original | January 2012 |
| 2 | Reformatted only | February 2014 |
| 3 | Updated to comply with ICO current version of this document | April 2019 |
| 4 | Updated to reflect ICO Freedom of Information Act 2000: Guide to Information provided by schools under the model publication scheme, Version 4.0 Oct 2021. Schools are advised to consider the template carefully and remove sections which do not apply to their type of setting.<br><br>**School's policy reviewed and policy adopted and adapted** | March 2022<br><br>**September 2022** |
| | Reviewed – no changes | March 2023<br>May 2024<br>October 2025 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

# Freedom of Information

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

We referred to the Information Commissioner's Office (ICO) 'Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' (v4.0) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| **Class 1 - Who we are and what we do**<br>Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible). | Website | Nil |
| Head teacher's contact details. | Website | Nil |
| Who's who in the school/academy. | Website | Nil |
| Governing body's or board of governors'/trustees' contact details. | Website /hard copy available from school | Nil/5p per black and white copy / 10 p per colour copy |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| Instrument of Government/Articles of Association. | School website / Hard copy available from school | Nil<br>5p per black and white copy / 10 p per colour copy |
| School/academy prospectus (if any). | School website | Nil |
| School/academy session times and term dates | School website | Nil |
| **Class 2 – What we spend and how we spend it**<br>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.<br>Current and previous financial year as a minimum. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Annual budget and financial statements. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Capital funding. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Financial audit reports. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical). | Hard copy available from school | 5p per black and white copy / 10 p per colour 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 available from school | 5p per black and white copy / 10 p per colour copy |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees. | N/A | N/A |
| Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese. | Hard copy available from school (Diocese information) | 5p per black and white copy / 10 p per colour copy |
| Details of any premiums we receive such as Pupil premium. | School website | Nil |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| **Class 3 – What our priorities are and how we are doing**<br>Our current strategies and plans, performance indicators, audits, inspections, and reviews. | School website / Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Annual Report. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Latest report from the regulator Ofsted.<br>• Summary<br>• Full report<br>• Post-inspection action plan | School Website | Nil |
| Exam and assessment results. | School Website | Nil |
| Performance tables | School website | Nil |
| Careers programme information | Policies available on school website | |
| Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status. | School website / hard copy available from school | Nil |
| Our school profile and performance data supplied to the Government (GIAS) | School Website | |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| **Class 4 – How we make decisions**<br>Our decision-making processes and records of decisions.<br>Current and previous three years as a minimum. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful. | School website / Hard copy available from school | Nil /5p per black and white copy / 10 p per colour copy |
| Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| **Class 5 – Our policies and procedures**<br>Our current written protocols, policies, and procedures for delivering our services and responsibilities<br>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests. | School website /Hard copy available from school | Nil /5p per black and white copy / 10 p per colour copy |
| School policies and other documents, such as behaviour policy, anti-bullying policy, / online safety, values and ethos etc. | School website | Nil |
| Safeguarding and child protection, including protecting children's personal data. | School website / hard copy available from school | Nil /5p per black and white copy / 10 p per colour copy |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| Equality and Diversity. | School website | Nil |
| Policies and procedures relating to recruitment and human resources. | School website / hard copy from school | Nil /5p per black and white copy / 10 p per colour copy |
| Special educational needs and disability. | School website | Nil |
| Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme. | School website | Nil |
| Pay Policy | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Records management and personal data policies, including:<br>• Information security policies<br>• Records retention destruction and archive policies<br>• Data protection (including information sharing and CCTV usage policies) | School website / hard copy available from school | Nil /5p per black and white copy / 10 p per colour copy |
| Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated.<br>If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list). | School website | Nil |
| **Class 6 – Lists and Registers**<br>Lists and registers we currently maintain (does not include the attendance register) | | |
| Curriculum circulars and statutory instruments | | |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf. | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Disclosure logs i.e., information provided in response to FOIA requests | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Asset register and Information Asset register | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| Any information we are currently legally required to hold in publicly available registers | Hard copy available from school | 5p per black and white copy / 10 p per colour copy |
| **Class 7 – The services we offer**<br>Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. | School website / Hard copy available from school | Nil / 5p per black and white copy / 10 p per colour copy |
| Extra-curricular activities | School website /Hard copy available from school | Nil |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| Out of school clubs | School website /Hard copy available from school | Nil |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy available from school | Nil |
| School publications, leaflets, books, and newsletters | School website | Nil |
| | | |
| **Additional Information**<br>Any information that is not itemised in the lists above | | |
| | | |

## Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

| Type of charge | Description | Basis of charge |
|---|---|---|
| **Disbursement cost** | Photocopying/printing @ 5p per sheet (black & white) | Actual cost plus administration |
| | Photocopying/printing @ 10p per sheet (colour) | Actual cost plus administration |
| | | |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| | | |
| **Statutory Fee** | | In accordance with the relevant legislation (quote the actual statute) |
| | | |