



POLICY – FREEDOM OF INFORMATION

| | | | |
|-------------------|-------------------|-----------------------------------|------------|
| Date of Adoption: | 02.05.2023 | Date of Review: | ANNUALLY |
| Author: | J. MADHURAPANTUAL | Committee responsible for Review: | FGB |
| Version: | APPROVED | Date approved: | 02.05.2023 |

Office use only:

| Who we are and what we do | Further explanation |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instrument of Government | The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body |
| School curriculum | The outline of the school curriculum, to be published and made available to parents, access to it should be available to anyone. |
| Governing Body | The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school. |
| School session times and term dates | Details of school session times and dates of school terms and holidays. |
| Location and contact information | The address, telephone number, email address and website for the school together with the names of key personnel. |
| | |

The Freedom of Information Publication Scheme adopted by St Paul’s Catholic Primary School is based on the model scheme prepared and approved by the Information Commissioner. It has been adopted without modification by the School. Having adopted this Scheme, the School has a commitment to publishing information within certain broad classes.

This Guide to Information and Charging Arrangement shows the actual information that the School makes available, together with detail on how such information will be published and what charge, if any, is to be made for copies of documents or other information under the Freedom of information and Data Protection (Appropriate Limit and Fees) Regulations 2004. The School has used the “definition document for the governing bodies of maintained and other state-funded schools in England” published by the Information Commissioner’s Officer to identify the types of information the School should make available. That definition document can be found at the following link:

<https://ico.org.uk/media/for-organisations/documents/definition-documents-2021/4018892/dd-schools-eng-20211029.pdf>

The key information is reproduced in the list below, referring to the classes of information shown in the Freedom of Information Publication Scheme adopted by the School.

| What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. | Further explanation Minimum financial information expected: Current and previous two financial years available. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual budget plan and financial statements | Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns. Details of items of expenditure over £5000, including costs, supplier and transaction information. This information is published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so. |
| Capital funding | Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This includes any private finance initiative and public-private partnership contracts. |
| Financial audit reports | |
| Procurement and contracts | Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. |
| Pay policy | The statement of the school's policy and procedures regarding teachers' pay. |
| Staff allowances and expenses | Details of the allowances and expenses that can be incurred or claimed. It includes the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information is produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum. |



POLICY – FREEDOM OF INFORMATION

| | | | |
|-------------------|-------------------|-----------------------------------|------------|
| Date of Adoption: | 02.05.2023 | Date of Review: | ANNUALLY |
| Author: | J. MADHURAPANTUAL | Committee responsible for Review: | FGB |
| Version: | APPROVED | Date approved: | 02.05.2023 |

Office use only:

| | |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Governors' allowances | Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors. |
| | |
| What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. | Further explanation The minimum expected in this class is current information. |
| Performance data supplied to the government | |
| Latest Ofsted report | A link is provided on the Schools website to the latest Ofsted Report on the DfE Ofsted website. |
| Performance management information | Performance management policy and procedures adopted by the governing body. |
| The school's future plans | Any major proposals for the future of the school involving, for example, consultation on a change in school status. |
| Safeguarding and child protection | The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State. |
| How we make decisions Decision-making processes and records of decisions. | Further explanation Information in this class is available at least for the current and previous three years. |
| Admissions policy / decisions | The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions are published, along with information on application numbers/patterns of successful applicants. (Including criteria on which applications were successful) |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minutes of meetings of the governing body and its committees | Minutes and agendas available on request, with the exception of information that is properly considered to be private to the meeting. |
| | |
| Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. | Further explanation Information in this class is current only. |
| School policies and other documents | This must include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. This information includes the required policies listed on the Department for Education's website. It will also include policies and procedures for handling information requests. |
| Records management and personal data policies | Includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies. |
| Equality and diversity | Includes policies, schemes, statements, procedures and guidelines relating to equal opportunities. |
| Policies and procedures for the recruitment of staff | Vacancies are advertised as part of recruitment policies; details of current vacancies are readily available on the school's website |
| Charging regimes and policies | Details of any statutory charging regimes will be provided. Charging policies include charges made for information routinely published. They clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated. If the school charges a fee for licensing the re-use of datasets, it will state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence. |
| | |
| Lists and registers | Further explanation Information in currently maintained lists and registers only. |



POLICY – FREEDOM OF INFORMATION

| | | | |
|-------------------|-------------------|-----------------------------------|------------|
| Date of Adoption: | 02.05.2023 | Date of Review: | ANNUALLY |
| Author: | J. MADHURAPANTUAL | Committee responsible for Review: | FGB |
| Version: | APPROVED | Date approved: | 02.05.2023 |

Office use only:

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Curriculum circulars and statutory instruments | Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. |
| Disclosure logs | Disclosure log indicating the information provided in response to requests, is readily available. Disclosure logs are recommended as good practice. |
| Asset register | Capital asset registers available. |
| Any information the school is currently legally required to hold in publicly available registers | |
| | |
| The services we offer. Information about the services the school provides including leaflets, guidance and newsletters. | Further explanation Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. |
| Extra-curricular activities Out of school clubs School publications Services for which the school is entitled to recover a fee, together with those fees. Leaflets, booklets and newsletters | |
| | |

The School may make the charges set out below for information provided under the Freedom of Information Act.

| Item | Charges / notes |
|---------|---------------------------------------------------------------------|
| Website | Access to the website is free of charge unless otherwise specified. |

| | |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email and attachments | Free of charge unless otherwise specified. |
| Website printouts | Printouts from the school website or external websites are not provided. |
| Copies by post of information | <p>Photocopies: A minimum charge of £1 for up to 10 pages A4 A minimum charge of £1.20 for up to 6 pages A3</p> <p>Further pages are charged at: A4 pages at 10p per page (single sided) A3 pages at 20p per page (single sided) A2 pages at £1 per page (single sided)</p> |
| Photocopies | Information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post. |
| | |
| Postage for standard letters (first and second class) | Charges will be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2. |
| Copies of published materials | Copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged |
| | publications will generally be included within the cost of the item or listed against that item on the website and in published catalogues. |
| Administration fees | Charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost or ask the applicant to pay in full before supplying the information. |
| CD Rom | A charge will be made at commercial prices for the data medium. |