




ST.CUTHBERT'S SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2023/25

Approved by¹	
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Position:	Head
Signed:	
Date:	Sept 2023
Review date²:	Sept 2025

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

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Freedom of Information

Guide to information available from St. Cuthbert's 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 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	Free
Head teacher's contact details.	Website	Free
Who's who in the school.	Website	Free
Who's who on the governing body/board of governors and selection criteria for appointment.	Website	Free
Governing body's or board of governors'	Website	Free
Instrument of Government	Website	Free
School session times and term dates	Website	Free
Class 2 - What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.		

Current information to be published	How you can obtain information	Cost
Annual budget and financial statements or the academy annual accounts.	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Capital funding.	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Financial audit reports.	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
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.	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Details of any premiums we receive such as Pupil premium.	Website	Free
<p>Class 3 – What our priorities are and how we are doing</p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>		

Current information to be published	How you can obtain information	Cost
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	Website	Free
Exam and assessment results.	Website	Free
Performance tables	Website	Free
Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status.	Website	Free
Our school profile and performance data supplied to the Government (GIAS)	Website	Free
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.	Website	Free

Class 4 - How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.		
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.	Website	Free
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.	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Class 5 - Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities 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.		

Current information to be published	How you can obtain information	Cost
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Website	Free
Safeguarding and child protection, including protecting children's personal data.	Website	Free
Equality and Diversity.	Website	Free
Policies and procedures relating to recruitment and human resources.	Hardcopy	
Special educational needs and disability.	Website	Free
Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website	Free
Pay Policy	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	Website	Free
Class 6 - Lists and Registers		
Lists and registers we currently maintain (does not include the attendance register)		
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Disclosure logs	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)
Asset register and Information Asset register	Hardcopy	£0.02p per sheet (black & white) £0.05p per sheet (colour)

Current information to be published	How you can obtain information	Cost
Class 7 - The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications, leaflets, books, and newsletters	Website	Free
Additional Information 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 @ £0.02p per sheet (black & white)	Actual cost £0.02
	Photocopying/printing @ £0.05p per sheet (colour)	Actual cost £0.05
	Postage	Actual cost of Royal Mail standard 2 nd class

Type of charge	Description	Basis of charge
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		