Freedom of Information Publication Scheme

JERICHO PRIMARY SCHOOL
POLICY 007

ADOPTED AT A MEETING OF THE FULL GOVERNING BODY / COMMITTEE

Adopted by ***JERICHO PRIMARY SCHOOL*** **Governing Body**

On (Date) *8th January 2018*
Reviewed – January 2019
Reviewed: **October 2019**
Reviewed – October 2020
Reviewed – October 2021
Reviewed – October 2023
Reviewed – October 2024
Reviewed – Sept 2025
Reviewed – October 2026

Next Review date – October 2027

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.	March 2022
	Reviewed October 2024 – No Amendments	October 2024
	Reviewed September 2025 – No Amendments	Sept 2025
	Minor updates to remove the role of School Business Manager.	Sept 2026

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Jericho Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Jericho Primary School.

The scheme commits Jericho Primary School

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Jericho Primary School and falls within the classifications below.
- To specify the information which is held by Jericho Primary School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information Jericho Primary School makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

2. Classes of information

2.1 Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3 The method by which information published under this scheme will be made available

Jericho Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability Jericho Primary School, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to

information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website : www.jericho.cumbria.sch.uk

Email: **admin@jericho.cumbria.sch.uk**

Tel: **01946 514545**

Contact Address: **Jericho Primary School, Windsor Court, Whitehaven, CA28 6UX**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

If the information you're looking for isn't available via the scheme **and is not on our website, please** contact the school to ask if we have it.

Freedom of Information

Guide to information available from Jericho 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 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).	Main school office : 01946514545 Website: https://www.jericho.cumbria.sch.uk/	0
Head teacher's contact details.	Website: https://www.jericho.cumbria.sch.uk/	0
Who's who in the school.	Website: https://www.jericho.cumbria.sch.uk/	0
Who's who on the governing body/board of governors and selection criteria for appointment.	Website: https://www.jericho.cumbria.sch.uk/ Clerk to governors: kwarmouth@jericho.cumbria.sch.uk	0
Governing body's or board of governors'.	Website: https://www.jericho.cumbria.sch.uk/ Clerk to governors: kwarmouth@jericho.cumbria.sch.uk	0
Instrument of Government	Website: https://www.jericho.cumbria.sch.uk/ Clerk to governors: kwarmouth@jericho.cumbria.sch.uk	0
School/academy session times and term dates	Website: https://www.jericho.cumbria.sch.uk/	0

Current information to be published	How you can obtain information	Cost
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.	Headteacher / Finance and Staffing sub Committee admin@jericho.cumbria.sch.uk	Copying and Printing Costs, Postage Costs
Annual budget and financial statements.	Headteacher / Finance and Staffing sub Committee admin@jericho.cumbria.sch.uk	
Capital funding.	Headteacher / Finance and Staffing sub Committee admin@jericho.cumbria.sch.uk	
Financial audit reports.	Via, Cumberland Council.	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Headteacher / Finance and Staffing sub Committee admin@jericho.cumbria.sch.uk	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Headteacher / Finance and Staffing sub Committee admin@jericho.cumbria.sch.uk	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Headteacher / Finance and Staffing sub Committee admin@jericho.cumbria.sch.uk	
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.	Headteacher / Finance and Staffing sub Committee admin@jericho.cumbria.sch.uk	
Details of any premiums we receive such as Pupil premium.	Website: https://www.jericho.cumbria.sch.uk/	

Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Latest report from the regulator Ofsted. • Summary • Full report • Post-inspection action plan	Website: https://www.jericho.cumbria.sch.uk/ Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Exam and assessment results.	Website: https://www.jericho.cumbria.sch.uk/	
Performance tables	Website: https://www.jericho.cumbria.sch.uk/	
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Our school profile and performance data supplied to the Government (GIAS)	https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/112175	
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.	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	

Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
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: https://www.jericho.cumbria.sch.uk/	
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.	Clerk to governors: kwarmouth@jericho.cumbria.sch.uk	

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.	Website: https://www.jericho.cumbria.sch.uk/ Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Website: https://www.jericho.cumbria.sch.uk/ Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Safeguarding and child protection, including protecting children's personal data.	Website: https://www.jericho.cumbria.sch.uk/ Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Equality and Diversity.	Website: https://www.jericho.cumbria.sch.uk/ Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Policies and procedures relating to recruitment and human resources.	Website: https://www.jericho.cumbria.sch.uk/ Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Special educational needs and disability.	Website: https://www.jericho.cumbria.sch.uk/ Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website: https://www.jericho.cumbria.sch.uk/ Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Pay Policy	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies)	Headteacher / Finance and Staffing sub Committee – via: admin@jericho.cumbria.sch.uk Data Protection Officer: pleck@jericho.cumbria.sch.uk	

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. 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).		
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Curriculum circulars and statutory instruments	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Disclosure logs i.e., information provided in response to FOIA requests	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Asset register and Information Asset register	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Any information we are currently legally required to hold in publicly available registers	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Extra-curricular activities	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Out of school clubs	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	
School publications, leaflets, books, and newsletters	Headteacher: Via the school office – 01946 514545, admin@jericho.cumbria.sch.uk	

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 @ 35p per sheet (black & white)	Actual cost
	Photocopying/printing @ 35p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		